

STATE OF WYOMING

1990



ANNUAL REPORT CORRECTIONAL INSTITUTES

July 1, 1989 Through June 30, 1990

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CORRECTIONAL INSTITUTIONS

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BOARD OF CHARITIES AND REFORM

K. GARY SHERMAN
EXECUTIVE SECRETARY

HERSCHLER BUILDING
CHEYENNE, WYOMING

ANNUAL REPORT

FY 90

INTRODUCTION

The Board of Charities and Reform was established in 1890 by Article 7, Section 18 of the Wyoming Constitution. Wyoming Statute 25-1-101 specifies that the Board be composed of the Governor, Secretary of State, State Auditor, State Treasurer, and Superintendent of Public Instruction. The Board is charged with the general supervision and control of all human services and correctional institutions established and supported by the State.

In fiscal year 1990, the Board administered twelve institutions including:

- Youth Treatment Center, Casper
- Girls' School, Sheridan
- Honor Farm, Riverton
- State Hospital, Evanston
- Boys' School, Worland
- Penitentiary, Rawlins
- Pioneer Home, Thermopolis
- Retirement Center, Basin
- Veterans' Home, Buffalo
- Training School, Lander
- Women's Center, Lusk
- Honor Conservation Camp, Newcastle

Under the jurisdiction of the Board were 1,800 full-time and 99 part-time employees. Of this number, 11 are assigned to the administrative office of the Board, located in Cheyenne, and the remainder are employed at the various institutions throughout the State. In fiscal year 1990, the average resident population was 1,822, at a cost of \$883 per resident per month. (See Table of Services)

ADMINISTRATIVE OFFICE OF THE BOARD OF CHARITIES AND REFORM

The operation of the Board of Charities and Reform is directed by the Executive Secretary, who is appointed by the Board. Assisting the Executive Secretary are: the Management Services Administrator, Human Services Administrator, Corrections/Youth Services Administrator, Construction Administrator, Fiscal Control Officer and four Records and Communications Assistants.

MISSION OF THE BOARD OF CHARITIES AND REFORM STAFF

The mission of the Board of Charities and Reform, by law, is to provide general supervision, control and custody of all charitable, reformatory and penal institutions in the state. The Executive Secretary and his staff ensure that the institutions implement rules and regulations, policies and programs as directed by the Board.

OBJECTIVES OF THE EXECUTIVE SECRETARY AND STAFF

1. Direct the general management of all state institutions in terms of institutional management, human services and corrections planning, program evaluation and implementation and direction of Board policy as it relates to the institutions.
2. Be responsible for monitoring the proper disbursement of all funds appropriated for their maintenance.
3. Aid the Board in appointing and prescribing the duties of all superintendents and wardens of all charitable, correctional and reformatory institutions.
4. Provide administrative support to the various institutions in the areas of personnel, purchasing, budgeting, data processing, capital construction and land usage needs.
5. Carry out long-term planning and assistance to the institutions in program development.
6. Aid all institutions in ensuring all revenue is being utilized from Federal, State and private sources.
7. To provide the best possible care and treatment rehabilitation to residents and inmates

8. To coordinate institutional programs with other state agencies and other community resources.
9. To see that each institution is in excellent operating order.

GOALS OF THE EXECUTIVE SECRETARY AND STAFF

1. To adopt rules and regulations.
2. To conduct on-going evaluation of institutional programs.
3. To conduct on-going evaluation of institutional operations.
4. To centralize planning functions for State institutions.
5. To ensure Board policies are complied with.

The preceding is a description of the actual function of the Board of Charities and Reform with the goals and objectives associated with that function.

BOARD OF CHARITIES AND REFORM
Summary Table of Services
as of June 30, 1980

Institution	Location	Primary Service	Number of Appropriated Employees		Yearly Average # of Residents	Ages of Residents	Yearly Average Cost Per Day	Total Expenditure		
			Full Time	Part Time				State	Federal	Total
Women's Center	Lusk	Correctional facility for all female felony offenders.	46		71	18 51	\$ 63	WY \$1,514,667 CO \$ 128,087	\$19,165	\$1,661,919
Honor Farm	Riverton	Work program for penitentiary inmates which produces food for the Penitentiary and other institutions and an agency for the work release program. This program is a component of the Penitentiary	26	1	113	19 63	\$ 28	\$1,709,700	\$0	\$1,709,700
Youth Treatment Center	Casper	State home for minors requiring special treatment. Individual mental health residential treatment and educational service for moderately disturbed adolescent boys and girls.	52	3	40	12 18	\$ 115	\$1,607,090	\$35,660	\$1,642,750
Girls School	Sheridan	Restricted residential program for adolescent girls placed by courts.	54	5	51	13 18	\$ 94	\$1,707,939	\$48,672	\$1,756,611
Boys School	Worland	Restricted residential program for adolescent boys placed by courts.	71	3	70	12 19	\$ 92	\$3,728,919	\$60,261	\$3,789,180
Pioneer Home	Thermopolis	Boarding home facility for elderly ambulatory Wyomingites, including Montgomery Home for the blind.	40	7	86	59 95	\$ 42	\$1,353,001	\$0	\$1,353,001
State Hospital	Evanston	Hospital for psychiatric care including individualized treatment programs and rehabilitative planning.	448	11	214	11 93	\$ 154	\$12,564,311	\$44,432	\$12,608,743
Training School	Lander	Residential and educational institution for mentally retarded, including educational programs.	627	10	330	4 88	\$ 125	\$14,905,889	\$119,179	\$15,025,068
Veterans Home	Buffalo	Residential care facility for qualified honorably discharged veterans, spouses, widows or widowers.	43	3	78 Based on days of care delivered	34 97	\$ 39	\$1,066,599	\$0	\$1,066,599
Retirement Center	Basin	Skilled nursing care facility for patients from other institutions.	84	25	81	28 102	\$ 81	\$2,398,214	\$0	\$2,398,214
Penitentiary	Rawlins	Correctional facility for all male felony offenders including medium/maximum/minimum security programs.	289		718	17 75	\$ 39	\$10,514,044	\$11,322	\$10,525,366
Honor Conservation Camp	Newcastle	Correctional facility for penitentiary inmates and a youthful offender (boot camp) program for 1st offenders 17-25 from penitentiary.	22	31	None Yet	17 64	\$ 114	\$1,136,131	\$0	\$1,136,131

ACCOMPLISHMENTS

FOR FY 90 FOR BOARD OF CHARITIES AND REFORM STAFF, INSTITUTIONS AND SUPERINTENDENT'S COMMITTEE

CENTRAL OFFICE

1. There continues to be periodic Warden/Superintendent's Meetings until Reorganization is implemented.
2. Client work groups have been established for the aged, mental health and retardation, juvenile and adult corrections, to deal with client committee issues and transitional issues associated with Reorganization.
3. The centralization of construction projects for the Board of Charities and Reform, under Construction Administrator, Harry Wade, is currently working on projects for stabilization of the Penitentiary, the completion of the kitchen facility at the Training School, the coordination of underground storage tanks for State Institutions, the completion of Dormitory # 3 at the Boys' School in Worland, and the establishment of a new Heating Plant at the State Hospital.
4. The continuation of implementation of Collections Policy for the Board of Charities and Reform, dealing with issues associated with collecting maximum revenue from clients at the aged, mental health, mental retardation and juvenile institutions.
5. The Aged Institutions have completed the Three Tier Planning Process and are continuing a common planning process and goal establishment for the three aged institutions which include the Pioneer Home, Retirement Center and Veterans' Home.

6. The Montgomery Home for the Blind Trust Fund is now under the direction of the Board of Charities and Reform staff, and not the Pioneer Home staff. To date we have granted \$541,735.00, to State Institutions, the University of Wyoming, county facilities and community colleges to help alleviate the conditions of blind people throughout the state.
7. The Montgomery Home for the Blind Trust Fund, in conjunction with the Board of Charities and Reform, the Division of Vocational Rehabilitation, under the Department of Employment, and the Department of Education, conducted an open forum for blind participants in the State of Wyoming to obtain input into how these three State agencies can aid in alleviating conditions that have produced significant problems for the visually impaired.
8. The Board of Charities and Reform has established a screening committee for the Montgomery Home for the Blind Trust Fund proposals, which is composed of the following: The Management Administrator of BCR, as Chairman of the Committee, and Department of Employment, Division Director of Vocational Rehabilitation, and the Assistant Superintendent of the Department of Education.
9. Executive Secretary of the Board of Charities and Reform provided three Situational Leadership training sessions to approximately one hundred BCR Management Staff.

10. The Human Services Administrator has been designated as the Program Coordinator for a Protection and Advocacy Lawsuit.
11. The Board of Charities and Reform staff did a total revision of the Board of Charities and Reform Policy Manual, noting the policies that have to be revised and omitted, due to the proposed agency reorganization process now being implemented.
12. The Board of Charities and Reform staff is working with other state agencies including the Department of Health, the Department of Family Services and the Division of Aging, to ensure that our clients in the State Institutions have continuous care and treatment.
13. A fourth Community Corrections Center was established in Rock Springs, Wyoming in April, 1990.
14. Following the retirement of the Corrections Administrator, that function was combined with the Youth Services Administrator, resulting in the elimination of our BCR staff position.

AGED INSTITUTIONS

PIONEER HOME

1. The occupancy rate is in the high 80's.
2. The asbestos abatement and reinsulation projects were successfully completed.
3. A resident Dietary Council was established. This council plans menus, provides input as to resident food likes and dislikes, is educated as to types, grades and amounts of food purchased, and other information applicable to this area.
4. Our Clarice Russell Museum was relocated and reorganized as a Centennial Project. Five costumes were made by our seamstress and have been worn by the residents for a number of Centennial celebrations. A Wyoming Pioneer Home resident was named Hot Springs County Centennial Queen.
5. The Wyoming Pioneer Home activity Coordinator attended the Black Hills Recreation Lab. Our activity program has been greatly enhanced through a volunteer and two residents.
6. The computer utilization was upgraded with the incorporation of resident and personnel information. Also, an additional PC, monitor and printer were purchased.
7. An inservice training library has been developed to be utilized by all staff.
8. The local Community Resource Training (CRT) Program through Hot Springs County High School provided us a student trainee for five months. Vocational Rehabilitation placed a nurse aide trainee who acquired several months of useful experience in our Observation Area. Several of our residents have worked as Senior Companions and other residents utilize the services of the program which is sponsored by the local Senior Citizens Center.

WYOMING RETIREMENT CENTER

1. Resident occupancy reached an all time high of 90 with an approved waiting list.
2. Admissions Policy was changed to permit the direct admission of Wyoming Veterans and the direct admission of community residents when no nursing home beds are available in the community.
3. Contract was signed with the Veterans' Administration for the direct admission of residents from the Cheyenne and Sheridan Area Medical Centers.
4. Medicaid (Title XIX) funds in the amount of \$947,392 were collected. This exceeded the previous fiscal year collection by \$35,874.
5. Medicare (Title XVIII) funds were collected for the first time in the history of the facility.
6. Three healthcare surveys (one Federal and two State) were experienced in FY 90. The survey results were excellent with the last State survey results being the best in the history of the facility.
7. A choice of main entree is offered to the residents for their noon and evening meals. A main entree choice for these two meals is a first for any nursing home located in Wyoming.
8. A Cohabitation Policy which addresses resident's wishes and preferences in roommates was approved by the Board of Charities and Reform.
9. Medical Director and Admitting/Staff Physician By-Laws were approved and implemented.
10. A Novell network compatible Integrated Nursing Home Software program was selected and purchased. The program consists of three integrated modules: pharmacy, medical records, and care plans.
11. An Employee Advisory Committee was established to provide another avenue of communications for all employees.

12. Approximately 3,475 hours of training at a cost of \$27,679 was provided to facility employees. This consisted of inservice and nurses aid training, (2,135 hrs @ \$18,682) and (1,340 hrs @ \$8,997), respectively.
13. Gerald E. Bronnenberg appointed Superintendent in July 1989, Daniel G. Stackis became Business Manager in October 1989, Gloria Buck hired as an Activity Therapist in November 1989, and Kathleen Nichols hired as Food Service Manager in May, 1990.

VETERANS' HOME OF WYOMING

1. Legislature approved five additional positions which will allow this home to fill thirty additional beds.
2. Computerization capability was expanded with a new PC being installed in the Administrative Office; the replaced administrative PC was placed in nursing and the replaced nursing PC was updated and will serve as a various department PC.
3. New Inventory, accounting and word processing programs were installed on PC's to improve quality, quantity and compatibility with other agencies.
4. The resident maximum maintenance charge, as determined by policy, will decrease to \$950.00 from \$1,000.00 for nonveterans and to \$730.00 from \$810.00 for veterans.
5. The Dietary Department successfully worked with residents in resolving menu concerns over the new menu.
6. Dietary employees were participants in a structured inservice program which has made them extremely effective and those served satisfied.
7. The Laundry and Housekeeping Department continues to do an outstanding job of keeping this facility spotless and such has been done with an increased occupancy with no additional staff.
8. The Maintenance Department continues to keep this facility in excellent shape and condition. During the last year, the historical buildings were painted and a new lawn and sprinkler system was installed in the area surrounding two of the historical buildings.

9. The Nursing Department implemented many beneficial improvements during the past fiscal year. Some of the most important ones are as follows:

- a. Review, revision and creation of many new nursing policies.
- b. Implementation of Do Not Resuscitate and Legal Physician Orders for ten residents per their request.
- c. Continuing to review and revise medication delivery and documentation system.
- d. Revised and improved quarterly:-
 - 1) Resident care plan.
 - 2) Purchase of 4 new 8 1/2 x 11 Cardex's. This will enable the Department to consolidate care plans, OTC Medication Sheets, monthly medication sheets, flow sheets and daily snacks, treatments in one area, thus preventing duplicate charting.
- e. In the process of completing:
 - 1) In house CPR Instructor availability with plans to institute quarterly rotation recertification process and implement Code Blue drills at least every two months.
 - 2) Nurses Aide Certification curriculum being developed.
 - 3) Completion of other system programs -
 - Risk Management
 - Infection Control
 - Quality Assurance
 - 4) Pharmacy review is in total compliance.
 - 5) Alcohol Awareness Program held weekly.
 - 6) Monthly podiatry services.
 - 7) Established a data base for all residents.
 - 8) Designing new forms to assist in inter-intra departmental communication.
 - 9) Implemented flexible staffing for peak periods.
 - 10) Increased inservice educational programs under Geriatric Grant for two months.
 - 11) New equipment purchased to establish CPR-Emergency cart.

The Activity Department had a highly successful and active year. A few of the highlights are as follows:

- a. At the request of several residents, the Veterans' Home is in the process of remodeling a previously unused room into a chapel.

- b. The Activity Department has also established an annual Volunteer Appreciation Tea as a means of thanking our many volunteers.
- c. The annual Veterans' Home of Wyoming Christmas Bazaar has become quite successful. This is an opportunity for residents to sell craft items and make some extra money.
- d. The Activity Department has increased the number of evening and weekend activities available to the residents. We have gone to dances, rodeos, bingo games, plays and musicals. Weekend activities have included parades, polo matches, picnics and socials. The goal of the Activity Department is to provide at least one evening activity and one weekend activity (besides the usual bingo games, chapel services, movies, etc.) each month. This goal is usually surpassed.

YOUTH INSTITUTIONS

BOYS SCHOOL

1. Clinical Department

Completed construction and occupied Cottage II. Began construction on Cottage III.

During the calendar year, completed 408 days of community service in the Worland area, utilizing 150 different students for a total of 3264 hours of service.

In conjunction with the education staff, promoted "State Government Month", cumulating in the Board of Charities and Reform's annual visit.

Through a cooperative effort with the Forest Service, continued to improve the summer "Mountain Experience" program in the Big Horn Mountains.

2. Educational Department

Established the Special Education Department with regular resource assistant to eligible handicapped students.

Major expansions in the curriculum, including offerings in:

- | | | |
|-------------|---------------|-----------------|
| 1. Computer | 4. Choir | 7. Horticulture |
| 2. Spanish | 5. Equestrian | |
| 3. Speech | 6. Art | |

Provided major staff in-service in the area of small group leadership through the Lion's International Quest Program "Living Skills For Youth."

3. Business Department

Set up new Medical Department with staffing and supplies.

Organized kitchens for single cottage food production.

Implemented computerization of student accounts, payroll, and other pertinent aspects of the Business Department.

GIRLS' SCHOOL

1. Centennial projects included: large (tennis court size) outdoor painted mural of the Wyoming state flag, special "Wyoming 1890-1990" floral display, Wyoming poetry/story/history anthology, and Wyoming quilt. Staff and students were involved in planning and carrying out all the above projects.
2. Staff workshops, conferences and training included: the 17th National Conference on Juvenile Justice, National AIDS and Incarcerated Youth Conference, National Science "Teachers Teaching Teachers" Institute, National Applied Biology and Chemistry Training, National Quest "Skills for Living" Training, Study Fellowship at the National Humanities Center in North Carolina.
3. The Wyoming Girls' School was selected as a test site for Applied Biology and Chemistry curriculum.
4. New programs and emphases included: campus-wide assertiveness training, Tae Kwon Do, Alateen, special eating disorder groups, extension/support foster home program.
5. Expansion of security staff from two to three for day time coverage.
6. New Assistant Superintendent/Director of Education was appointed.
7. Adoption of Little Goose Campground renovation project as a therapeutic project for clients and benefit to the community.
8. Expansion of Counseling staff from 4 to 5, to increase therapeutic benefits to clients.
9. Staff involvement in a myriad of interinstitutional meetings and REORG committees to improve and organize youth services, rehabilitation and treatment throughout the state.

YOUTH TREATMENT CENTER

1. Management made a long-term commitment to learning and implementing a new system (philosophy) of management. Elements of this philosophy are as follows:
 - a) The line staff are taking leadership roles and routinely have input into management issues.
 - b) Boundaries between staff areas has been broken down and multidisciplinary services are being integrated into a more consistent and seemingly more potent holistic service.
 - c) Youth Services staff are taking an active role in developing and implementing training specific to their needs.
 - d) Youth Services staff have developed ethical standards for their position classifications.
 - e) Results are a decline in staff turnover.
2. Managing for quality (providing services that meet expanding and diverse needs) has become an operation reality.

Through improved interdisciplinary effort and consistency, the Center is demonstrating the adaptive capacity to address the needs of more seriously disturbed, more difficult to manage children.
3. A new education coordinator with upper level administrative skills and special education experience was hired and the school has become more adaptive to diverse student characteristics.
4. Psychological testing services have again been expanded and now include neuropsychological assessment.

ADULT CORRECTIONS

WOMEN'S CENTER

1. The Wyoming Women's Center experienced a rapid increase in inmate population during the last half of the biennium. Through the cooperation and coordination of all staff we were able to maintain the safety and security of the institution and provide quality programs to the population.
 2. An average of 12.5 Colorado inmates per month were housed at the Women's Center resulting in the generation of \$255,168.79 during FY 1990.
 3. While maintaining a high level of individual contact with the inmates, the Program Section incorporated and taught three new self-help, educational components. These include the following:
 - a) One hour Anger Class taught to 16 inmates.
 - b) A 12 hour Addiction and Co-dependency class taught to the entire population.
 - c) A 40 hour Advocacy training that 30 inmates were able to complete.
 4. The Education Section applied for and received \$25,969 in federal grant monies. These monies were used in conjunction with the annual budgeted general funds to allow 29 inmates to receive extensive vocational assessment, 80% of the population to participate in the following:
 - a) 17 in-house classes plus the learning and business labs.
 - b) 21 inmates to participate in 11 college credit classes.
 - c) 6 inmates to become certified Nurse Assistants
 - d) 1 inmate to become a certified EMT.
- In addition, stress, Workforce 2000 and Study Skills workshops were offered and five art exhibits from the University of Wyoming Art Museum were displayed.
5. Two additional nurses were hired in the Medical Section which has allowed the Center the ability to extend the hours of having trained medical staff on unit and provided quality control of medical services for the increased population of inmates.

6. The Food Service Section received 100% on the State Health Inspection and was able to reach the goal of a budget conscious, budget efficient section. Inmates who work in the kitchen were given ongoing training in food safety and handling and equipment safety and usage.
7. An increased need for inmate jobs created by the influx of population was met in part by the Center entering into an agreement with the Niobrara County Soil and Water Conservation District to form the Niobrara River Clean Up Crew which involves 10 inmates who's incentive pay wages and equipment needs are paid for by the Conservation District.
8. A Special Problems Unit was developed, trained and expanded. This unit's purpose is to provide inmate control as called for in special situations. Training is ongoing.
9. The Maintenance Section continued to maintain the building and grounds by completing 1,331 work orders in addition to building in 3 new office areas and remodeling other areas to provide for better usage of existing space.
10. The Maintenance Supervisor spent 91.5 hours at the Wyoming Honor Conservation Camp supervising design and installation of electrical wiring.
11. Several months were dedicated by the Administrative Staff to the successful hosting of the annual West Central Wardens and Superintendent's Conference.
12. To meet an increased need for faster, more accurate, more easily accessible communication, a "management team" concept has been initiated which involves all section managers and administrative staff.

HONOR FARM

1. Formalized an agreement with Central Wyoming College allowing selected inmates from the Honor Farm to attend CWC on a full-time/on campus basis.
2. Program with Wyoming State Training School utilizing selected inmates from the Honor Farm to aide clients of the Training School in "Hippo-Therapy" Program.
3. Contract with U.S. Forest Service to maintain several wilderness trails throughout the summer. Six 10 day planned, 10 inmates per trip with one to two staff members.

4. Established a Community Advisory Committee from selected community members of Riverton.
5. Began administering land leases in Evanston and Worland.
6. Purchased additional 80 acres of land for agricultural use at Honor Farm.
7. Expanded wild horse program from 70 to 100 head per month to accommodate Forest Service training of 25 head of horses.
8. Hired 3 new counselors, total treatment staff now 4.
9. Average cost per man/per day for FY '90 was \$28.48, with an average 116 daily population.

CONSERVATION CAMP

1. As of July 1, 1989, there were no inmates in the Wyoming Honor Conservation Camp or the Wyoming Boot Camp. The facility had not been completed as of July 1st, except for the living residences of the Superintendent and the Assistant Superintendent.
2. In July, 1989, the 4 correctional supervisory personnel, consisting of 2 sergeants and 2 corporals, attended a week long training session at the Wyoming State Penitentiary, Wyoming Honor Farm and the Wyoming Women's Center.
3. On August 2, 1989, the Wyoming Honor Conservation Camp accepted its first three minimum security inmates from the Wyoming State Penitentiary. This was the first three of twenty four inmates from Rawlins that the WHCC would have as a construction crew to complete the total construction of WHCC. By the end of August 1989 there were 10 minimum security inmates placed at the Wyoming Honor Conservation Camp.
4. Starting August 1, 1989 until the facility had its own kitchen running on February 14, 1990, the WHCC started contracting with the Memorial Hospital of Weston County to provide meals on a daily basis, three times a day, seven days a week.
5. In June, 1990, the first parole board was on site at the WHCC.
6. From January 31, until February 7, 1990, two top correctional personnel from WHCC attended observation training of a Boot Camp program in Bushnell, Florida.

7. February 20, 1990 the Wyoming Boot Camp was opened with 4 inmates from the Wyoming State Penitentiary. All four of these inmates graduated later from the Wyoming Boot Camp program after 90 days.
8. March 1, 1990, the first inmate from the WHCC to go into the newly created S.T.O.P. program was released. This is an intensive, house arrest, probation program in Gillette, Wyoming.
9. April, 1990, the WHCC received a complete computer network as designed by the Data Services Division in Cheyenne.
10. May 16, 1990, Grand Opening ceremonies were held at the WHCC commemorating the grand opening of the WHCC. This also coincided with the 100th anniversary of the founding of Weston County. Following the grand opening ceremonies, attended by the Governor, Secretary of State, Auditor and the Superintendent of Public Instruction; tours were given by residents of the facility to all visitors, along with special tours of the Boot Camp.
11. During June, 1990, plans and monies were approved for the construction of a recreation/maintenance building for the WHCC. This building contract was let with a completion date set for October 15, 1990. On June 25, 1990, construction was started for this new building.
12. While the State Forestry personnel has been actually supervising inmates on a regular basis since April, the first actual fire detail that the WHCC inmates were on was June 27, until July 1, 1990.
13. Total population on June 30, 1990, of the Wyoming Boot Camp was 16 inmates, while the total number of minimum security inmates totaled 45.
14. About August, 1989, the following programs were started for the minimum security inmates of WHCC:
 - a) Alcoholics Anonymous (both on site and availability for downtown Newcastle meetings)
 - b) Sex Offenders Group
 - c) Adult Children of Dysfunctional Family Groups (on site and downtown Newcastle church service)
15. All of the above groups are done on a once a week basis. In addition, in April, 1990, a Narcotics Anonymous Group was started on site. Since there is no downtown Newcastle group for NA we have been considering allowing Newcastle people to

attend NA, but this has not been accomplished yet. Also, through the local school district, Eastern Wyoming College and Chadron State College have established night courses for college credit. Several of our residents have taken advantage of these courses.

16. Programming for the Wyoming Boot Camp inmates has consisted of a five day a week group counseling process. In June, 1990, a substance abuse program was implemented two times a week for all those Boot Camp inmates who have problems with any substance abuse. This was seen as a need that was developed based upon the backgrounds of the Boot Camp inmates we were receiving.

STATE PENITENTIARY

1. Continued improvements of facility landscaping, including the completion of a park dedicated to First Lady, Jane Sullivan.
2. Completion of the utility tunnel renovation project.
3. Repairs of roofs in the Medium Security Units.
4. Completion of a security fence that now encloses the entire facility.
5. Completion of a security fence illuminating (i.e. electric lights) system that has resolved night monitoring issues.
6. Assistance with a variety of community service projects (i.e. road clean-up).
7. Assistance with the construction of cattle guards for Carbon County Road and Bridge.
8. Construction of lamp poles for the City of Chugwater, Wyoming.
9. Manufacture of a water tank for Carbon County Road and Bridge.
10. Printing of the Carbon County Museum Historical Booklet.
11. Printing of Wyoming Archeological Society Publication.
12. Development of a Diesel Mechanics School through the assistance of Wyoming Technical Institute in Laramie and the Joint Training Act.

13. Completion of an intensive study of substance abuse characteristics of incarcerated offenders.
14. Increased total data collection objectives.
15. Improvement of inmate diagnostic and classification systems.
16. Continuation of high quality counseling, education, and vocational programs despite high employee attrition.
17. Management of the institution without inmate disruption and serious incident, despite overcrowding and high employee attrition.
18. Excellent safety record, with only minor injuries occurring for both inmates and employees.
19. No escapes from the penitentiary itself.

MENTAL RETARDATION

TRAINING SCHOOL

1. Revised IEP forms to be in compliance with State Department of Education requirements.
2. Reviewed all IEPs of school-aged students so that they are current.
3. Implemented IEPs providing education and adaptive P.E. for all school-aged students.
4. Provided a corrective action plan to the State Department of Education based upon their review and implemented that plan to the best of our ability.
5. Received recommendation for a full year ICF/MR Certification in December, 1989, for its 32 bed project, and upon a successful re-survey, the Certification was upheld, effective January 1, 1990.
6. Beginning April 1990, implemented a comprehensive Individual Program Plan process with full campus wide implementation by May 1, 1990.
7. Effective May 1, 1990, the Habilitation Department underwent a restructuring to support five residential programming units and one day training unit, as well as assuming the responsibility for the Staff Training and Development Department.
8. Nursing services reorganized under one department. Program Nurses assigned to living areas. LPNs completed their program and were to graduate in July, 1990, and be assigned to living areas.
9. Laboratory certified as an Independent Laboratory. Performed a Cost Analysis to be presented to the Legislature.
10. Pharmacy began providing drug therapy monitoring services quarterly for each client.
11. Hired a new dentist.
12. Increased OT/PT staff. Extensive recruiting program implemented to recruit therapists to provide services to clients.
13. Client Rights Specialist assigned effective May 1, 1990.

14. Developed a working relationship with D-PASS to investigate allegations of abuse/neglect.
15. Quarterly publication of New Horizons began July, 1990; started monthly publication May, 1990.
16. Citizen Advocacy Program was initiated.
17. During the fiscal year, 34 individuals residing at WSTS were placed into community settings.
18. Guardianships were formally established for 92 individuals.
19. Completed remodeling of 401 and 404 Meadow View Drive to comply with Life Safety Codes.
20. Construction of a New Food Service Facility. (Occupied in August of 1990).
21. Meadow View Homes were placed under construction to bring them into compliance with Life Safety Codes.
22. Developed a new cost system to identify costs reimbursable by Medicaid and submitted the first cost report.
23. Accepted donation of a green house which was completely disassembled and then reassembled at WSTS. A horticulture program for people living at WSTS has been initiated.
24. A new therapeutic riding program has been initiated and is being coordinated with our physical therapy program.
25. A unified record system has been developed which complies with ICF/MR standards.
26. Hours and staffing have been expanded at the pool to accommodate more pool therapy.
27. Asbestos was removed from all buildings on grounds to provide a safer environment.

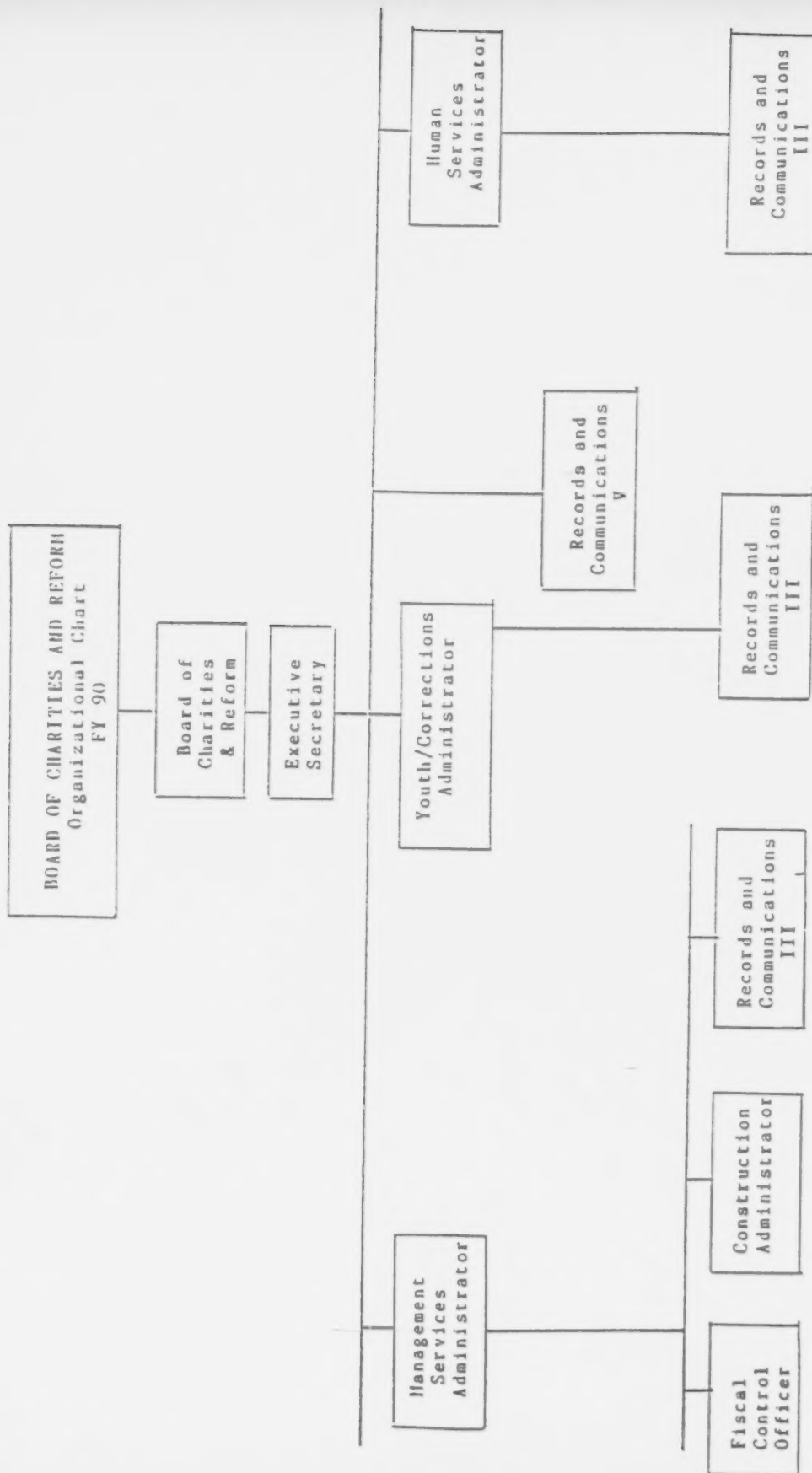
MENTAL HEALTH

STATE HOSPITAL

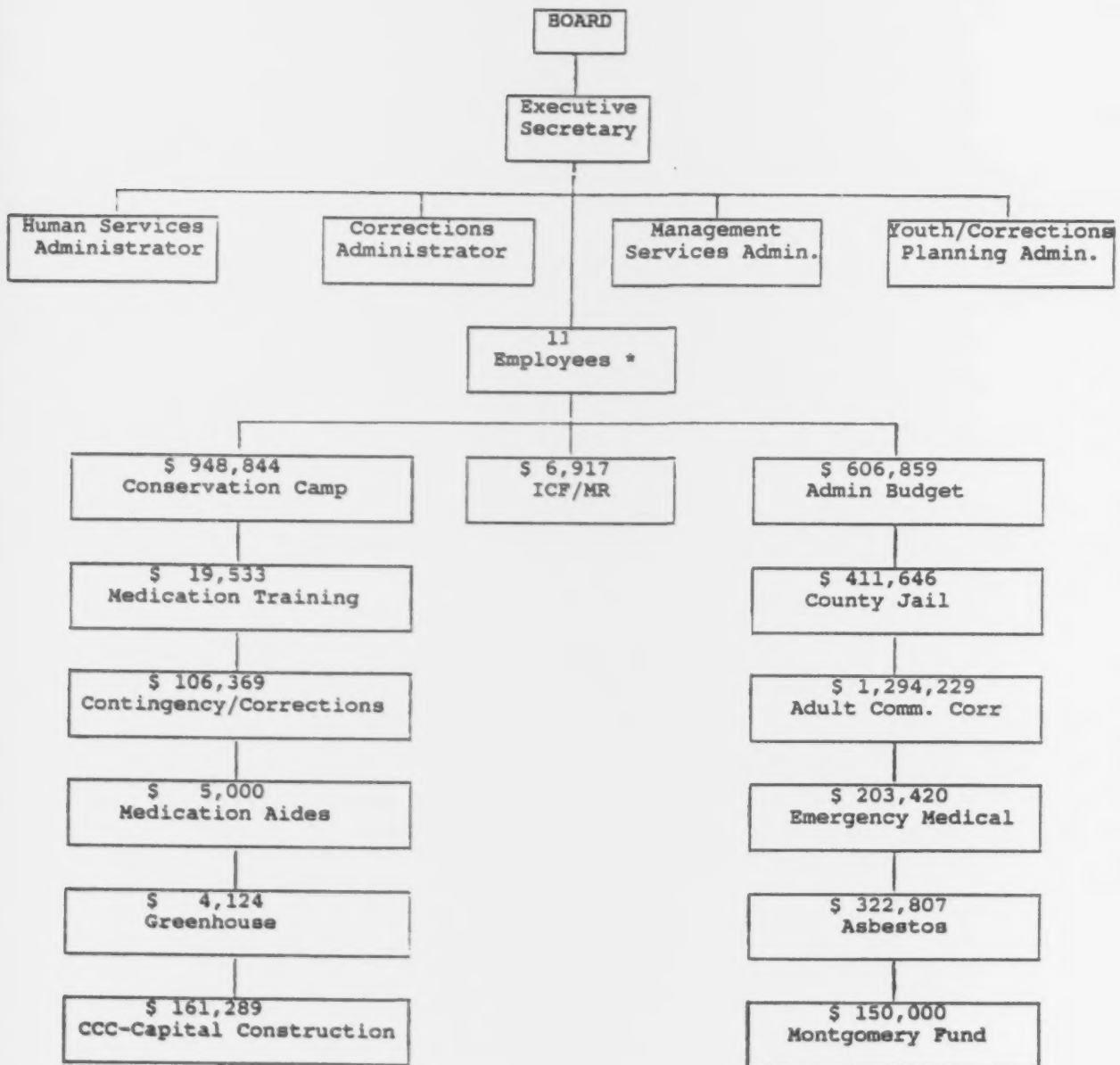
1. Patient Care Community Coordinator was hired to improve relations with community mental health centers, other human service providers and the courts. During the past year the coordinator has made contact with all CHMCs and most of the courts. Response has been highly favorable and relations are improving.
2. Training Coordinator was hired to address staff training needs. Responsibility of the new employee orientation program was shifted from Nursing Education to the Training Coordinator. On site aggressive management training programs for security personnel and direct care staff was implemented with positive outcomes.
3. Quality assurance program development continues with all departments, units and committees engaging in quality assurance activities. Hospital-wide incident reporting policy and procedures were organized and centralized out of the quality assurance department.
4. Plant, Technology and Safety Management Committee was created according to JCAHO standards which provide for a multidisciplinary safety committee that coordinates various safety programs and evaluates the impact on patient care. This committee is linked to quality assurance and risk management functions.
5. Vocational Development Program Director was hired to reorganize the patient Industrial Therapy Program into a therapeutic rehabilitation program whereby patients' vocational capacities and abilities are assessed and work programs are developed to teach vocational skills which will increase opportunities for community placement programs or independent living. The Director will coordinate services with local and state D.V.R. offices.
6. All psychiatrist positions were successfully recruited in the past year which allows for permanent and consistent psychiatric coverage on all treatment units.

7. The Unit Manager concept was implemented with managers being hired into each of the six treatment units. All six unit managers report directly to the clinical director who is the first line supervisor. Additional reorganization included the four main clinical departments (Social Work, Nursing Service, Psychology and Activity Therapy) reporting directly to the clinical director.
8. Legislation was drafted and passed to allow for stricter psychiatric admission criteria to the Adolescent Treatment Unit. Also approved was reduction in bed capacity to 30 to allow for higher staff/patient ratios and improved treatment programming. The ATU shifted from populations being served on two halls to relocation within one hall.
9. Montgomery Home for the Blind Grant was received for \$138,000. Specialized services for the visually impaired patients was contracted for; the contracted teacher provided services throughout the summer.
10. Hospital staff continued to participate in activities of the Mental Health Planning Council. The hospital contributed to the State of Wyoming Five Year Plan and is serving on a subcommittee to develop residential services. The hospital's five year plan was presented in part to the BCR during their on-site visit last fall.
11. A psychiatric consultant who is an Assistant Professor from Harvard was contracted to assess seventeen dually diagnosed patients. Contract services were provided by a grant from the DD council. The hospital is engaging in joint planning activities with the Training School for their dually diagnosed residents to develop programs and services for this special population.
12. A Human Rights Committee was formed to review patient complaints of potential right violations. The patient's Bill of Rights was approved by BCR and recently filed in the State Registry of Administrative Rules and Regulations.
13. A Child Care Committee was created to study the needs of employee child care services. It was determined that provision of child care services would improve the hospital's ability to recruit and retain employees. The study revealed about 48% of hospital employees earn less than \$1,000.00 per month; the average community cost of child care services for one child is \$300.00 per month. The hospital is requesting supplemental budget funding for child care services.

14. A Director for the Department of Administrative Services was hired and the department has undertaken significant service projects such as computerization and departmental reorganization.
15. A Director for the Department of Accreditation and Organization was hired to provide strategic planning activities for accreditation and improvement in patient care programs, centralization of hospital policy and procedure activities coupled with interfacing of board policies.



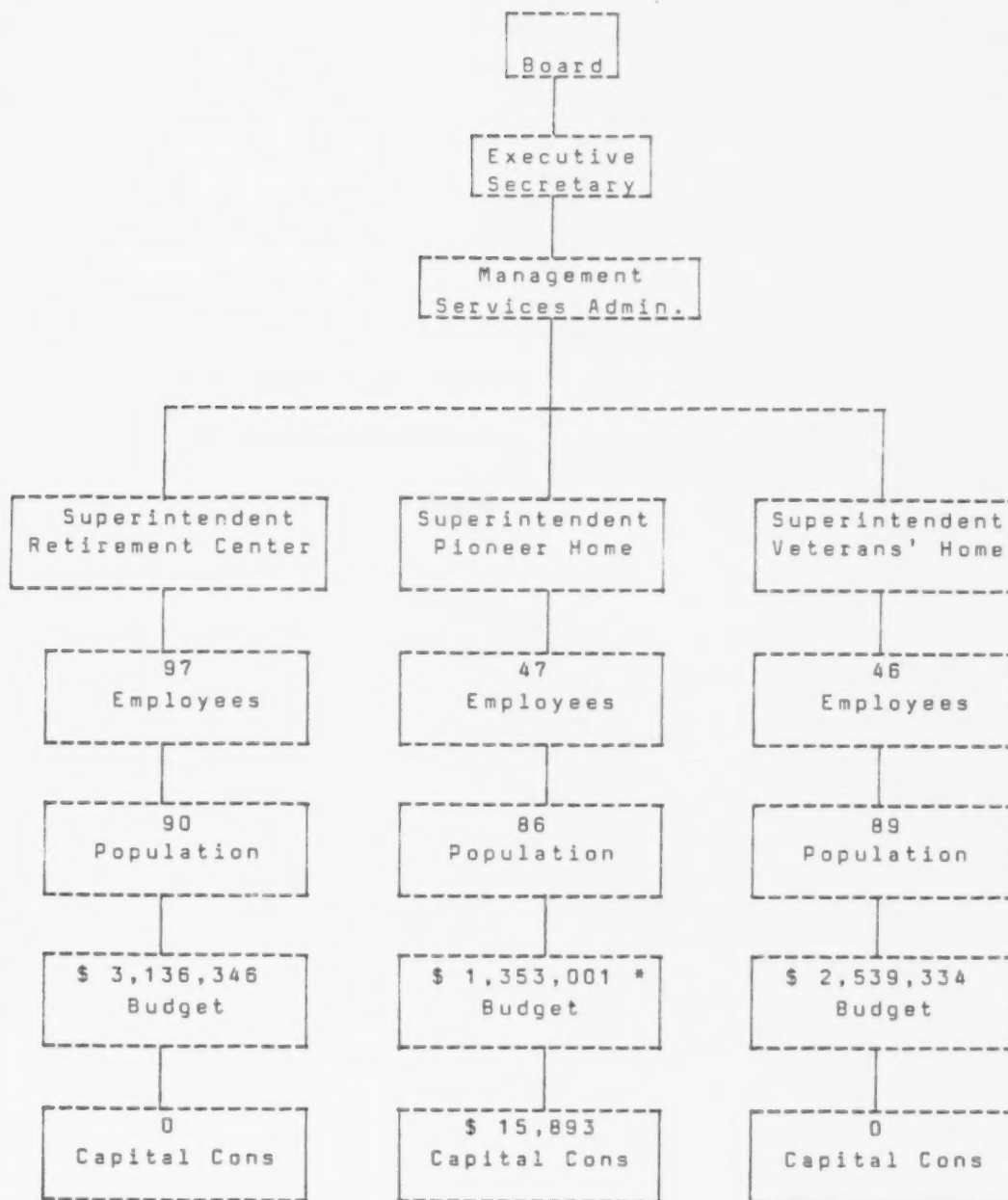
Board of Charities and Reform
Administrative Office
Organizational Chart
FY 90



* 1 Executive Secretary, 4 Administrators, 1 Construction Representative, 1 Fiscal Control Officer, 4 Clerical.

All Budgets include FY 89 Carry Over Funds and Budget Revisions.

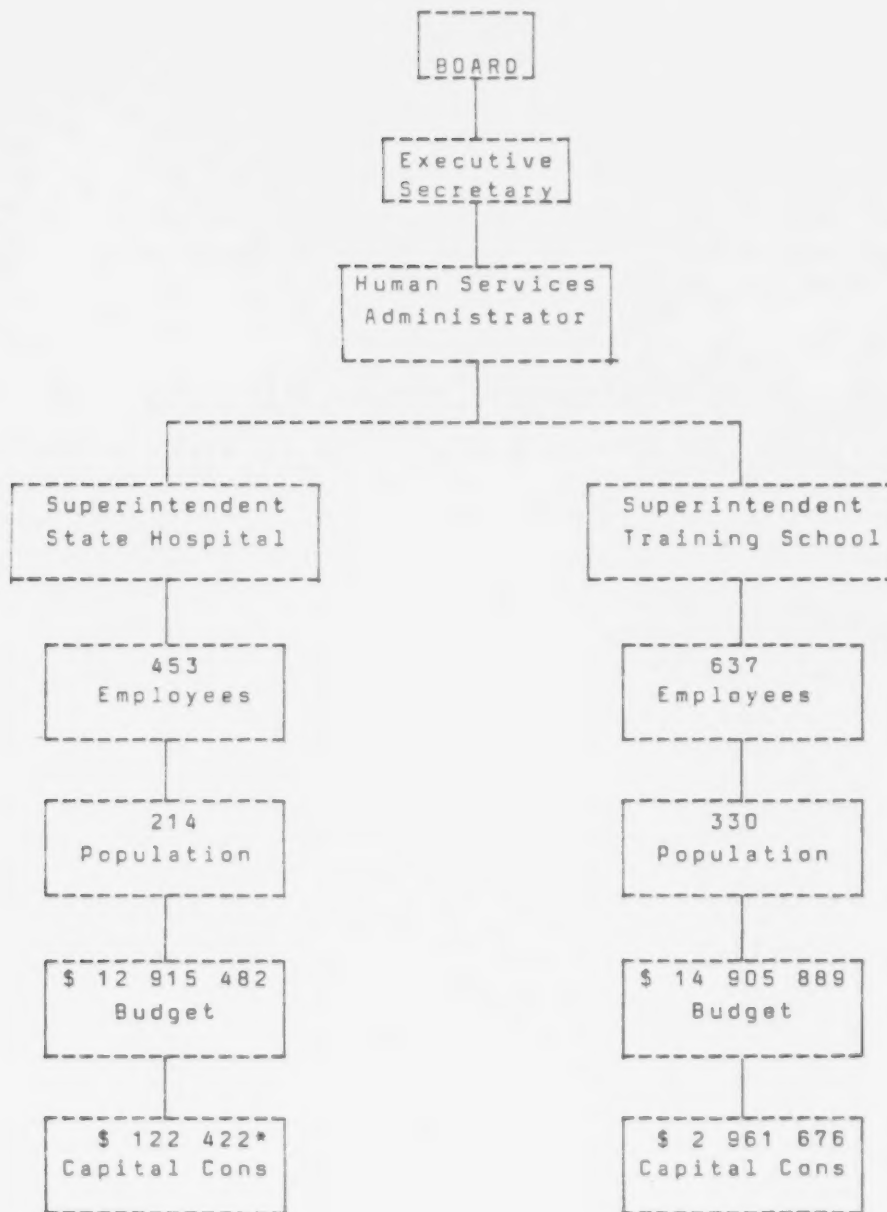
BOARD OF CHARITIES AND REFORM
Institutions for the Aged
Organizational Chart
FY 90



*\$35,600.04 from 060 (Montgomery Home) to 002 Supportive Services (Chaplain).

Budget does not include Federal Funds.

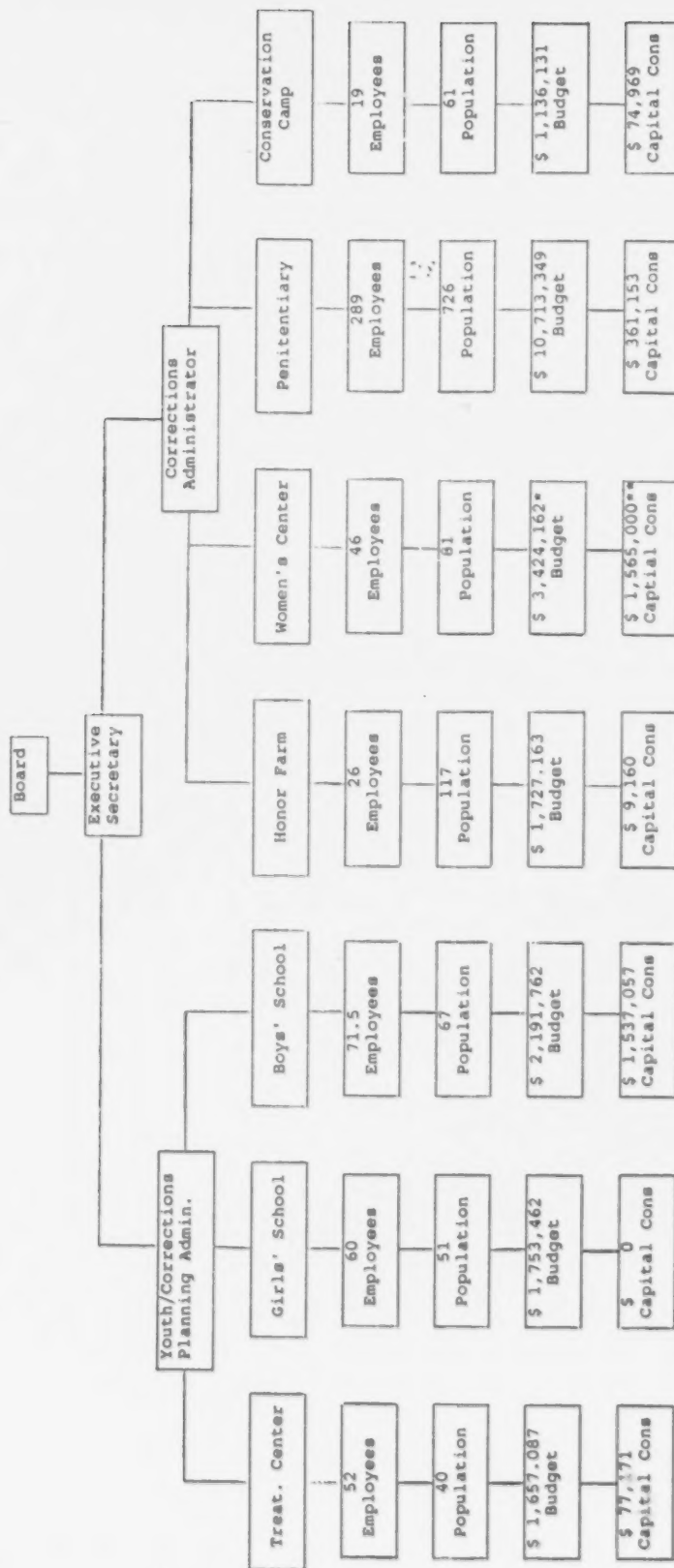
BOARD OF CHARITIES AND REFORM
Human Services Institutions
Organizational Chart
FY 90



Budget does not include Federal Funds

*All Omnibus Land Income Funds

BOARD OF CHARITIES AND REFORM
Correctional Institutions
Organizational Chart
FY 90



Budgets do not include Federal Funds.

* Includes \$414,507 Colorado Contractual Funds.

** Funds administered in BCR Budget.

NEW CAPITAL OUTLAY CONSTRUCTION PROJECTS

During fiscal year 1990, a number of new capital construction projects were initiated at the State institutions. These projects involve a great deal of planning between the State institutions, the Executive Secretary, and his staff. Examples of the new construction projects granted for the upcoming fiscal year by the 1990 Legislative Session are as follows:

Institution	Project	Approved
* BCR	Addition for 24 inmates	\$1,565,000

		\$1,565,000
* State Hospital	Central Boiler Plant Replacement	\$1,809,806
	Code Corrections	\$ 170,000

		\$1,979,806
* Training School	Various Roof Repairs	\$ 250,612
	Electrical Power Upgrade	\$ 970,500

		\$1,221,112
	GRAND TOTAL	\$4,765,918

* Funding out of Omnibus Account in permanent land fund.

PROBLEM AREAS

Until the proposed reorganization of the Board of Charities and Reform is fully implemented, we will still emphasize the following goals:

1. The Board of Charities and Reform office is striving to computerize all the data collected from the institutions. When this data is computerized, it will be possible to provide long term planning information on the characteristics of the population, effects of treatment or programming and population movement. To date, the Board of Charities and Reform is working with the new Cabinet Departments to accomplish this goal when the complete reorganization is implemented.
2. All of the institutions are faced with the problem of hiring qualified personnel to ensure high quality of services. The various institutions have been working to implement in-service training models for their staff. As a complimentary component of these models, the Executive Secretary and his staff have developed a plan to inform the institutions of the availability of statewide training programs so institutions may cross-train in a given specialty and secure training from other state agencies. This concept will also be incorporated into the new departments that the various state institutions become part of.
3. Over the next ten years, it will be necessary to evaluate the population composition of all institutions to determine if the increased cost of services and alternative uses of buildings and staff are cost beneficial in terms of operations. Such long term planning will require additional funds from the legislature for travel, for task forces to meet, and consultants to assist with planning problems. Major departments will undoubtedly continue this planning process.
4. The role of federal funds is being reviewed in relationship to how institutions, such as the Youth Treatment Center, Pioneer Home and Veterans' Home, can qualify for Medicaid reimbursement. To date, one unit of the State Hospital has qualified for Medicaid certification. The Retirement Center is certified for Medicaid reimbursement. The Training School is receiving Medicaid funding for its ICF/MR certified units.

5. Medical costs continue to be examined at the institutions in order to provide the best medical care for the least amount of money. Presently, we are reviewing drug utilization, catastrophic insurance, and medical provider utilization. Such items as drugs are now bid at all of the institutions. It should be noted, we have in-place, a patient admitting review policy which will enable the institutions to lessen the cost of treating their residents by limiting long hospital stays, where appropriate. The concept involving continuum of care for institutional residents will be incorporating this into the reorganization process in the coming months.
6. In the area of corrections, the Board of Charities and Reform is reviewing viable alternatives to institutional placement in order to reduce overcrowding at the Rawlins facility. For example, the establishment of the County Jail Housing Program and the Adult Community Corrections Program has been used as an alternative to incarceration at the penitentiary. In the 1986 Legislative Session, the Board of Charities and Reform was given the authority, under 25-2-102, to establish penitentiary camps for this purpose. In the future, our budget will focus on more alternatives to incarceration such as building more penitentiary camps, more community corrections centers and perhaps a halfway house.

STATE PENITENTIARY
RAWLINS, WYOMING

DUANE SHILLINGER
WARDEN

I. INTRODUCTION - AGENCY OVERVIEW

Wyoming State Constitution, Article 7, Section 18, and related statutes establish the Wyoming State Penitentiary and define its functions. Article 7, Section 18, states that

"Such charitable, reformatory and penal institutions as the claims of humanity and the public good may require, shall be established and supported by the State in such a manner as the Legislature may prescribe. They shall be under the general supervision of the State Board of Charities and Reform, whose duties and powers shall be prescribed by law."

Prior to Wyoming statehood, convicted territorial felons were incarcerated in the Territorial Prison at Laramie, Wyoming. The Territorial Legislature, in 1888, appropriated \$120,000.00 for the construction of a State Penitentiary. An additional \$70,000.00 was later appropriated in order to complete construction of this facility.

The Territorial Prison, constructed following Congressional action on January 23, 1873, was replaced by a State Penitentiary in December, 1890. The original State Penitentiary, located within the city limits of Rawlins, (Carbon County), Wyoming and located on approximately 65.31 acres of land, was used to confine adult male offenders until September 10, 1981, when the inmate population was moved to a new State Penitentiary located to the south of Rawlins.

Construction of the presently occupied Penitentiary began in June, 1978 - after \$500,000.00 planning funds were appropriated in January, 1976, and after 25 million dollars were appropriated during the 1977 Legislative sessions. As discussions began regarding the eventual location of a new penitentiary, thought was given to locating the penitentiary in or near a community college; however, State Constitution revisions would have been necessary to locate the Penitentiary in any county other than Carbon County. Eventually, three (3) possible locations were selected; and of the three (3), a construction site--described as Section 28, Township 21 North, Range 87 West of the Sixth Principal Meridian in Carbon County--was purchased from the Union Pacific Railroad and the Bureau of Land Management at a cost of \$159,940.00. The amount paid to the Union Pacific Railroad was \$158,340.00 while the Bureau of Land Management received \$1,600.00. A total of 980 acres was purchased for the new Penitentiary.

Actual construction of the new Wyoming State Penitentiary began in June 1978, and during the construction period, additional funding was appropriated in January 1978, in the amount of \$2,700,000.00, in January 1979, in the amount of \$3,502,500.00

to complete construction and provide furnishings for the facility. In April, 1981, the State of Wyoming accepted the new facility.

In early 1981, the City of Rawlins, Wyoming, annexed the new Penitentiary and on May 29, 1981, the Department of Fire Prevention and Electrical Safety issued a conditional use permit which enabled the Penitentiary administration to transfer inmates to the new facility. On June 1, 1981, the first inmate was transferred to the 48 cell maximum security unit. By July 7, 1981, 133 inmates had been transferred, and by September 10, 1981, the remaining 313 inmates were transferred. The first unit to be occupied was the maximum security facility which was used to house protective custody inmates, disciplinary segregation inmates, and 96 inmates of varying classification who were placed in work assignments necessary for completing work prior to the total occupancy of the new prison.

In the years 1982-1985, various additional changes were made in the Penitentiary configuration: July, 1982, three temporary trailers were purchased and used to house six trustees; February, 1983, a temporary 24-man modular was purchased and installed within the minimum unit facility; March, 1983, a second 24-man modular was installed in the minimum unit, making the total trusty population 104 - 56 men in the dormitory, 48 in the modular units; June, 1983, a third modular unit, designed to provide visiting and recreational opportunities for trustees living in the 24-man modular housing units, was added - and immediately used for emergency housing of "overflow" inmates in the minimum unit; October, 1983, the permanent west tower was completed and placed into operation; January, 1984, 24 cells in the medium unit were modified to become double cells; July, 1984, the Penitentiary-constructed south tower became operational, providing a permanent second point of site observation for security personnel; and in February, 1985, a 20-man modular unit was added to the medium unit. During Fiscal Year 1988 a permanent east tower was erected and occupied.

1986 saw the additions of more new housing units than any year since the Penitentiary's opening in 1981, as the permanent additions approved by the 1984 State Legislature were completed. In February, the 20-man work release unit, as well as the two-unit family visiting center, were opened. Two 24-man units in the maximum security unit, one 24-man unit in the medium security unit, and the 6-man death cell (D Block) units were completed in March, 1986 and the final 24-man unit in the medium unit was occupied in April, 1986. With these new additions, the Penitentiary's housing capacity became:

Maximum Unit	A Block	120
	B Block	96

	C Block	72	
	D Block	6	(attached to C Block)
		294	
Medium Unit	A Block	120	
	B Block	120	
	Modular	20	
		260	1)
Minimum Unit	Dormitory	56	
	Modular 1	24	
	Modular 11	24	
		104	2)
Reception/Assessment			
	East wing	16	
	West wing	16	
		32	3)
Work Release Building		20	
	TOTAL CAPACITY	710	4)

- 1) Does not include 24 cells doubled up for emergency housing capability.
- 2) Does not include 10 man emergency bunking capability of modular 3.
- 3) Does not include 10 cells in the Penitentiary infirmary.
- 4) Family visiting center not included in this total.

During Fiscal Year 1990, inmate population growth continued to be the single prevalent factor in Penitentiary planning and programming, affecting every facet of the agency's operation. Housed population (that is, those inmates actually living within the Penitentiary "walls") was at 726, June 30, 1990, or 104 percent of housed capacity. Throughout Fiscal Year 1990, the inmate population varied with the numbers transferred to the Honor Farm, to Community Correctional Centers, and to other states. It must be noted, however, that for the Fiscal Year 1990, the Penitentiary averaged 32.67 new inmates received, 26.33 inmates discharged each month, a difference of 6.34 inmates. This also shows a continuing capacity problem that is of major concern for the administration of the Penitentiary. The conclusion of Fiscal Year 1990 reflected a total of 726 inmates

of the in-house population of the Penitentiary. There were 392 inmates received during the period and there were 316 inmates released during the same period. This will show a decided increase of 76 inmates from the previous fiscal year. This increase is based primarily upon the 245 additional inmates. The total jurisdictional population of the Penitentiary, as of June 30, 1990 was 1,009 inmates.

A summary of Penitentiary operations by program for the past year is contained throughout this report.

A. STATEMENT OF PENITENTIARY PHILOSOPHY

The philosophy statement remains as an appropriate summary of thought which directs the Wyoming State Penitentiary employee contact with the inmate population.

"Traditionally, penitentiaries have been awarded the task of separating criminal offenders from society; however, society has not often reflected upon the fact that the majority of offenders would soon return to the communities from which they were sentenced. Further contributing to this dilemma, is the fact that the prison system has been traditionally, and perhaps unintentionally, successful in teaching inmates merely how to live in prison as opposed to providing skills needed for a successful nonprison life. The net result of this conflict can be measured in terms of a high recidivism rate and an equally high financial burden upon the taxpayer whose money is necessary for prison operation.

Considering the fact that the Wyoming State Penitentiary according to State Statutes and court sentencing orders, must provide the function of security (i.e. isolate the more dangerous criminal from society, ensure that the offender serves his imposed sentence, and provide him protection while he is incarcerated) integration into the community is not an easy task to achieve. Nevertheless, the Wyoming State Penitentiary does align itself with the philosophy that behavior can change provided learning situations are available to offer alternatives to criminal behavior. The Wyoming State Penitentiary recognized the fact that most incarcerated offenders have long histories of failure oriented behavior, and opportunities made available within the prison are designed to provide the offender with a sense of responsibility to himself and his community.

The Wyoming State Penitentiary further recognizes the fact that the traditional prison system, with its often debilitating inmate environment and social system, does not pro-

vide the individual offender with necessary safety precautions or protection and rehabilitative incentive. Subsequently, it is the Wyoming State Penitentiary's purpose to maintain, as much as possible, an environment free of criminal behavior in order that the offender may be required to exert only minimal effort for self-protection while using maximum effort for self-betterment "

B. PENITENTIARY DESIGN

Pertaining to the design of the Penitentiary, four basic units have been structured to provide for specific correctional objectives. A summary of these four units and the perimeter security system are as follows:

1. Physical Plant

a. Administration and Diagnostic Service Center

i. Administration Facilities:

- Business Office
- Personnel Office
- Central Records Office
- Training Office
- Reception Desk
- Warden's Office
- Central Service Associate Warden's Office
- Telephone Relay Room
- Central Mail Room
- Clerical Employees Office
- Central Facility Switchboard
- Central Services Counseling Offices (2)

ii. Diagnostic Service Center

- Central Control Station
- Fingerprinting and Identification Room
- Receiving Cell Unit (1 cell)

- Diagnostic Center Receiving Cells
(32 cells)
- Holding Cells
- Infirmary (including 6 1-man cells
6-man ward)
- Diagnostic Counselors Offices (2)
- Psychometrist Office

During the Fiscal Year 1990 operations included a redesign of the former Reception and Assessment Center into a functional Diagnostic Service Center, totally prepared to meet the needs of state wide correctional services for the male offender. ie intake summary, professional evaluation, psychological testing and assessment, program referral and behavioral adjustment, facilitating treatment processes and follow through

b. Central Services Unit

- i. Minimum Security Housing Unit (56 rooms)
- ii. 2 Minimum Security Modular Housing Units
(24 rooms per unit)
- iii. Minimum Security Modular Recreation/
Emergency Housing Modular (10-man capacity)
- iv. Central Kitchen Butcher Shop, Bakery,
Dining Room
- v. Maintenance Department
- vi. Motor Pool
- vii. Refrigeration and Cold Storage Area
- viii. Dry Food Commodity Storage
- ix. Central Warehouse
- x. Heating Plant
- xi. Laundry Facility
- xii. Entrance Point Security Station
- xiii. 20 man Work Release unit

- xiv. 3 Mobile Home Units comprising the Family Visiting Center

- c. Medium Security Unit

- i. Administrative Facilities

- Deputy Warden's Office
 - Associate Warden's Office
 - Security Supervisor's Office
 - Reception Desk

- ii. Central Control Center

- iii. Shift Commander's Office

- iv. Visiting Room

- v. Counseling Center

- vi. Housing Units

- Cell Block A - 120 Cell Unit (including 2 12 men double-housing wings for emergency housing)

- Cell Block B - 120 Cell Unit

- Two Holding Cells

- 10 man Modular Unit

- 14 man Modular Unit

- vii. Auxiliary Kitchen and Support Services

- viii. Canteen

- ix. Gymnasium

- x. Vocational Program Areas

- xi. Academic Education Areas

- xii. Library

- xiii. Recreation Yard

- d. Maximum Security Unit

- i. Administrative Facilities

- Deputy Warden's Office
- Associate Warden's Office
- Security Supervisor's Office
- Reception Desk
- ii. Central Control Center
- iii. Shift Commander's Office
- iv. Visiting Rooms
- v. Counseling Center
- vi. Housing Units:
 - 72 Cell Maximum Security Unit (C Block)
 - 6 Cell "D Block" attached to C Block
 - Cell Block A - 120 Cell Unit
 - Cell Block B - 96 Cell Unit
 - Two Holding Cells
 - Three Special Isolation Cells
- vii. Auxiliary Kitchen and Support Services
- viii. Canteen
- ix. Gymnasium
- x. Outside cage/exercise area for C Block/D Block inmates
- xi. Academic Education Areas
- xii. Library (including "branch" law library)
- xiii. License Plate Manufacturing Area/Sign Shop
- xiv. Mattress Manufacturing Area
- xv. Garment Manufacturing Area
- xvi. Recreation Yard

e. Perimeter Security

A main entrance gate controls the flow of traffic in and out of the prison compound. The main entrance gate is also the main storage area for the Penitentiary's armory.

A computer system monitors fire alarms, smoke alarms, and door intrusions.

Two, twelve (12) foot perimeter fences, spaced twenty-five (25) feet apart, surround the medium and maximum security units. Anchored razor-wire is laid between the 12-foot fences on the outer perimeters of the maximum and medium unit.

Two 64-foot observation towers on the west and east side of the facility, respectively with 360° observation capability.

A permanent all weather observation tower on a 50 foot hill directly south of the facility, offers excellent site visibility.

C. PENITENTIARY OBJECTIVES

Inasmuch as the majority of the inmate population will be released from prison within 3 to 5 years following sentencing, the prison must maintain programs and activities that may have some influence in reducing the offenders' use of criminal or asocial behavior. Further, considering the idea that the offender is placed in the Penitentiary as punishment rather than for punishment, the Penitentiary is obligated to provide program opportunities for inmates. Then, considering the fact that the majority of offenders are only temporarily removed from the community and will thus return to the community, the Penitentiary is aligned with the thought that the offender must not be released from prison as a dangerous person.

For those inmates who do require long-term incarceration, the Penitentiary must provide the type of secure detention that will minimize the possibility of escape of the more dangerous felon.

Finally, all offenders and employees must be ensured of a safe environment in which to live and work.

In order that the Penitentiary may properly serve the correctional needs of the State of Wyoming, the following objectives have been emphasized:

1. Proper care, maintenance, and use of prison facilities, supplies, and appropriated funds;
2. Practical and efficient use of employees who occupy allocated positions;
3. Humane treatment of inmates while also providing inmates with constructive activities throughout their incarceration;
4. Classification of inmates in such a manner so as to provide inmate with security levels to meet individual needs;
5. Create opportunities whereby the inmate may become financially responsible for his maintenance and upkeep as soon as possible after his incarceration;
6. Provide additional technical training for inmates, especially in the areas of computer operation, computer repair, and television programming;
7. Provide additional counseling and group therapy sessions specifically in drug/alcohol abuse, sexually assaultive behavior, in addition to programs to address anti-social, or sociopathic behavior.
8. Conscientiously apply classification processes in order to reduce any inmate threat to the community, especially as related to minimum security programs;
9. Apply modern correctional techniques regarding integration of the offender into the community in accordance with provision of court orders, work release eligibility, and parole eligibility;
10. Use of community and State resources as a means to increase operating efficiency;
11. Emphasize security processes in order to maintain a safe and secure institution;
12. Increase employee efficiency levels through training and work experience;
13. Research a variety of classification alternatives in order to provide functional housing and program assignments for inmates; and,
14. Research, collect, and analyze operating data regarding the new facility with particular emphasis being placed on achieving the most economical operation

possible. Further, such information will be used to achieve optimum and effective use of the new facilities during all types of operating conditions.

The Penitentiary continues to emphasize the objectives related to minimizing criminal activity within the prison. Specifically, man hours have been used for the purpose of eliminating drug traffic and drug use within the institution. Further, ongoing efforts continue to eliminate inmate profiteering, gang activity, predatory behavior, and general inmate disruption.

While prison disturbances had become a factor of concern throughout the country, the Wyoming State Penitentiary has developed a series of objectives designed to serve specifically as a means to prevent a riot or serious operational disruption. Note: This process was employed during the prior "hostage taking" situation, and was effective in that there were no major physical injuries resultant from the situation.

Operational strategy was emphasized as follows:

1. Increased staff-inmate communications;
2. Inorough documentation and analysis of current inmate disruption and violence;
3. Additional innovative programs designed to reduce monotony and increase morale;
4. Additional measures to minimize inmate chemical use;
5. Additional measures to reduce availability of weapons for inmate use;
6. Additional measures to reduce overcrowding;
7. Recommendations, as necessary, made to the Board of Charities and Reform and the Attorney General;
8. Transfer of disruptive inmates to the Federal Prison System;
9. Additional security for protective custody inmates;
10. Detailed reports regarding overcrowding and inmate disruption prepared for the Attorney General and the Board of Charities and Reform;
11. Alert city, county, and state law enforcement agencies and provide these agencies with written emergency procedures;

Throughout the coming year, emphasis will continue to be placed in the following areas:

1. Continued efforts to reduce unnecessary spending and to live within the Governor's mandated spending limitations and to maximize use of allocated funds;
2. To evaluate and consolidate existing positions to reduce staffing levels within the bounds of maintaining efficiency in operation;
3. Continued landscaping projects;
4. Continued documentation of equipment failure and building damage;
5. Maintain strict preventative maintenance programs for all mechanical systems;
6. Increase frequency of emergency training drills for employees and inmates;
7. Increase overall training opportunities for employees;
8. Initiate and computerize a coordinated inmate demographic information system;
9. Continue to utilize a statistical computerized informational system for internal and external offender statistics, and for a new matrix designed classification process.

II. OPERATIONAL SUMMARY

The 1985 capital outlay appropriation temporarily eased the overcrowded conditions by providing an additional 122 newly constructed cells. The institution currently remains beyond capacity limits as evidenced by the utilization of emergency housing provisions, double cell occupancy, and the use of modular housing. The capacity of the Penitentiary has increased from 526 (in June, 1981, when the facility was occupied) to a present capacity of 710. These 710 beds consist of 594 general population cells and 123 special use cells. The need for further expansion of facilities for the convicted adult male must be considered.

In fiscal year 1988, construction began on a new forestry/boot camp (combination center). The forestry camp would draw from the Penitentiary (utilizing trusty type offenders); while the boot camp function would be youthful offenders primarily designated by the courts for entry into the program.

There were three (3) community correction alternative programs that functioned during the report period: Cheyenne Community Corrections, Casper Community Corrections, and Gillette Community Corrections. There were 144 offenders assigned to these centers by the Penitentiary during Fiscal Year 1990. These centers provide a valuable prerelease opportunity for those nonviolent offenders who are within six (6) months remaining until their release from the institution. There were seventeen (17) failures from the community correction program. Inmates referred to a community assignment are non-violent inmates but inmates who have records of failure. Many of the nonviolent offenders are also among those who have a pronounced history of chemical abuses, and because of the amount of freedom and temptations within the new environment, tend to return to the use of chemicals.

Some employee morale issues have been evident throughout the report period as employees have well been confronted with no pay increases, yet living expenses in the Rawlins area increase systematically. All departments, despite heavy and stressful work load, remain highly productive and efficient.

Notable facility improvements throughout the report period include the following:

1. Additional landscaping and planting of vegetation;
2. Continuation of drainage corrections at various locations;
3. Completion of the utility tunnel restoration project;
4. Increasing perimeter and security lighting;
5. Increased training for employees;
6. Implementation of a modified classification system that emphasizes a matrix score for classification assignments;
7. Formation of a Penitentiary industry study committee;
8. Increased program facilitation for treatment of offenders, such as sexual offenders, chemical abuse, individual and therapy sessions for anger control, lifestyle assessment, and antisocial behavior;
9. Completion of an extensive study of inmate controlled substance abuse patterns;
10. Improvements made in the conversion from a reception and assessment center into a diagnostic services center.
Note: This new function is designed to process each new offender through a series of evolutions, testing processes

with professional diagnosis toward recommendations for proper housing, addressing immediate corrective needs, and long range program activities. This function will also formulate the evaluations and program recommendations for all male offenders throughout the State of Wyoming correctional system;

11. Reviewed, amended, and strengthened institutional safety standards.

Inmate morale and cooperation have remained excellent during the report period. There were, of course, minimal reports of violence during the period, yet there continued to be a variety of institutional rule violations ranging from possession of contraband to some mode of physical confrontation. Even with the continued overcrowded conditions, the institution continues to function with less than ten (10) percent of the population in a segregated status. The overcrowded condition has resulted in limited meaningful assignments for the number of offenders, but every effort continues to ensure that educational, vocational, and recreational programs remain available for the majority of the offender.

Objectives for the 1991 fiscal period include:

1. Increased training for employees;
2. Increase the number of correctional industries within the penitentiary that will benefit inmate, employee, and the State of Wyoming;
3. Continue to correct building settlement problems;
4. Continue community corrections placement;
5. Continue to assist in the development of additional correctional alternatives to incarceration;
6. Continue in the improvement of institutional programs for offenders;
7. Increase the computerization process in the diagnostic services center, infirmary, maintenance department, records, and business office;
8. Expand the initial classification processes (with diagnostic evaluations and recommendations) for all community correctional alternative programs (ie: Honor Farm, C.A.C. program, S.I.O.P. program, Forestry Camp, and the proposed new adult correction institution);

9. To fully analyze operations so as to determine in what manner employee positions can be effectively utilized, so as to maintain the levels of production efficiency necessary to effect safety, security, and order;
10. To continue the grounds upkeep at the Old Penitentiary, as has been the case each preceeding year.

III. PERSONNEL SUMMARIES AND STATISTICS

The following are summaries of departmental activities during Fiscal Year 1990.

A. Personnel Department Major Responsibilities

1. Provide applicant recruitment and selection in accordance with Department of Administration and Fiscal Control and Board of Charities and Reform regulations;
2. Provide services which may result in employee retention;
3. Provide services as required in processing personnel actions, payroll, insurance forms, and Workers' Compensation, in addition to performance appraisal processes for employees;
4. Review position classification and compensation levels;
5. Interpret and implement State Personnel rules;
6. Organize and implement Penitentiary personnel policies and procedures;
7. Coordinate payroll data with the State Auditor's office and the Department of Administration and Fiscal Control;
8. Process position additions, deletions, and reallocations;
9. Maintain personnel files on current and former employees;
10. Maintain a current "State Vacancies" file;
11. Provide informative counseling for all employees on State benefits.

B. Position Status During Fiscal Year 1990

This past fiscal year the prison again experienced a significantly high attrition rate. Fiscal Year 1990 had 62 personnel separate from State service. This represents 28 percent of the 289 authorized positions. The continued high rate of employee turnover remains a significant waste of time and resources expended in training staff personnel. To better illustrate the high turnover rate and some of the reasons given, the following statistics are provided.

1. Monthly Breakdown of Separations:

<u>Month</u>	<u>FY 1989</u>	<u>FY 1990</u>	<u>Difference</u>
July	3	9	+6
August	12	10	-2
September	5	2	-3
October	4	1	-3
November	4	8	+4
December	4	8	+4
January	8	4	-4
February	3	3	0
March	9	7	-2
April	9	7	-2
May	4	14	+10
June	12	9	-3
TOTAL	77	82	+ 5

2. Reasons Given for Separation:

	<u>Security</u>	<u>Non-Security</u>	<u>Total</u>
Other employment	29	9	38
Dissatisfied with work environment, agency, or pay	8	6	14
Family reasons	0	2	2
Health reasons	2	0	2
Other Personal reasons	14	6	20

Education	2	0	6
Dismissal	4	0	4
Retirement	0	0	0
Deceased	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	59	23	82

The figures for employee separation would clearly indicate continued dissatisfaction with the area, work environment, the pay, and the bleak prospects for future improvement for State employees. Security was once again hardest hit by the employee turnover, the state compensation level for new hires being low is the main reason.

C. Work Force Composition

The following represents the composition of the penitentiary work force. The table indicates the number and percentage of the number of employees by sex and ethnic group as defined by the Equal Employment Opportunity Commission. Because two (2) counselor positions were added in August, 1989, the figures utilized are based upon 289 positions with 4 positions vacant.

	White	Black	Hispanic	Asian	Amer. Ind.	Total
	170	1	44	4	0	219
MALE	60%	.5%	15%	1.5%	0	77%
	58	0	8	0	0	66
FEMALE	20%	0	3%	0	0	23%
TOTAL	228	1	52	4	0	
RACE	80%	.5%	18%	1.5%	0	

D. Position Allocation

The number of positions allocated to the Penitentiary as of June 30, 1990, total 289 full time positions. A breakdown of the agency's positions is as follows:

Administration	22
Central Services	39

Health Services	10
Rehabilitation Service	27
Security:	191
- Captain - 1	
- Lieutenants - 9	
- Sergeants - 11	
- CDW I - 141	
- CDW II - 29	191
TOTAL	289

With an inmate population of 1,009 as of June 30, 1990, the ratio of inmates to the 289 authorized positions is 3.49 inmates to 1 employee. This ratio becomes more meaningful when calculated in respect to the various subdepartments. A breakdown of the inmate-to-employee ratio is as follows:

Administration	33.14 to 1
Central Services	17.92 to 1
Health Services	93.20 to 1
Rehabilitation Services	40.52 to 1
Security	4.77 to 1

NOTE: Security shifts average 22 employees, when considering control center, security tower, and perimeter patrol assignments, an average of 4 to 5 employees are available for cell block and program area supervision. The ratio of employee to inmate for those who "patrol" and supervise inmate living and program areas remain in excess of 35 to 1.

NOTE: On June 30, 1990 medium security houses 273 inmates; 15 security officers are on duty; 7 officers are assigned permanent posts and 8 officers are mobile.

Naturally, as the inmate population continues to increase, so will the ratio figures increase accordingly.

E. Overtime

With the attrition, recruiting difficulty, and the high ratio the prison witnessed an increase in the amount of overtime utilized. Fiscal Year 1989 showed an overtime amount of 11,851.0 hours. Fiscal Year 1990 has an overtime amount of 13,180.75 hours or an increase of 1,329.75 hours. The security force used 84 percent of all overtime hours, an increase of 6 percent from Fiscal Year 1989. The major reasons for overtime in the security force are: transportation, training of new officers (turnover), hospital duty coverage for convalescing offenders, and the officer's vacation coverage.

NOTE: Overtime is still on an increase, medical still gets 1 hour per day for medical coverage and security overtime is for staff leave (sick, vacation).

The following chart represents the overtime breakdown on a monthly basis:

Month	FY 1989	FY 1990	Difference
July	1027.75	1061.25	+ 33.50
August	1146.50	879.75	-266.75
September	1222.50	1119.50	-103.00
October	1081.00	836.00	-245.00
November	669.75	683.00	+ 13.25
December	913.50	1110.00	+196.50
January	1050.25	874.75	-175.50
February	984.25	950.00	- 34.25
March	732.50	1088.50	+356.00
April	1196.50	1750.50	+554.00
May	1231.75	1514.00	+282.25
June	594.75	1313.50	+718.75
TOTAL HOURS	11851.00	13180.75	+1329.75

F. Position Change Fiscal Year 1990

Plans for Fiscal Year 1991 are to increase the training seminars so as to better educate the employees and help them to understand their State benefits. Seminars are also planned for shift commanders and personnel in management positions to provide them with record keeping training in regard to payroll, Worker's Compensation, performance appraisal, and progressive disciplinary processes.

It is felt that well informed employees are more satisfied with their jobs and they stay. From this the prison hopes to see an even greater reduction in the attrition rate and further reduction in overtime hours.

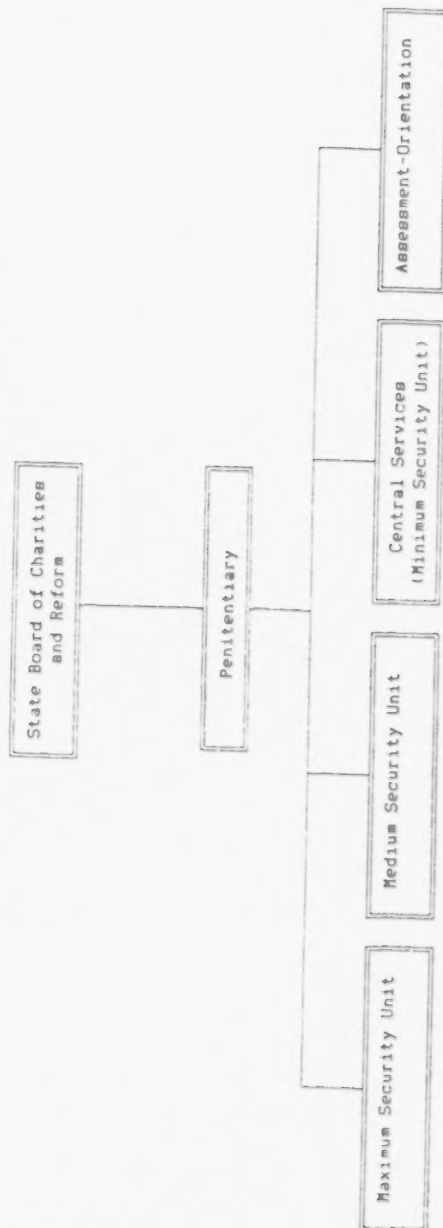
While more counselor positions were authorized, there is still a need for more security personnel and administrative clerk positions. There is a need for higher wages in order for the state to be competitive with private enterprise. It is obviously difficult to recruit qualified employees searching for careers at wages excessively low.

G. Organizational Charts

The attached organizational charts reflect the organizational status of the Penitentiary:

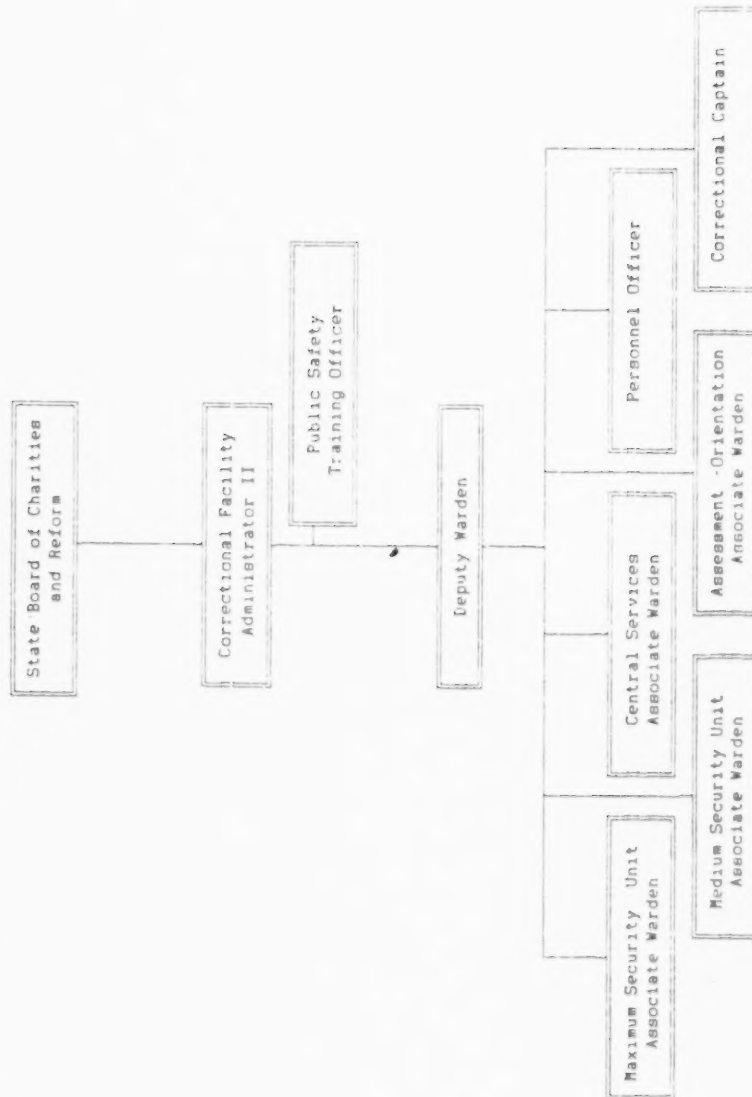
PENITENTIARY ORGANIZATIONAL CHART
JULY 1990

#1 Of 8



PENITENTIARY ORGANIZATIONAL CHART
JULY 1990

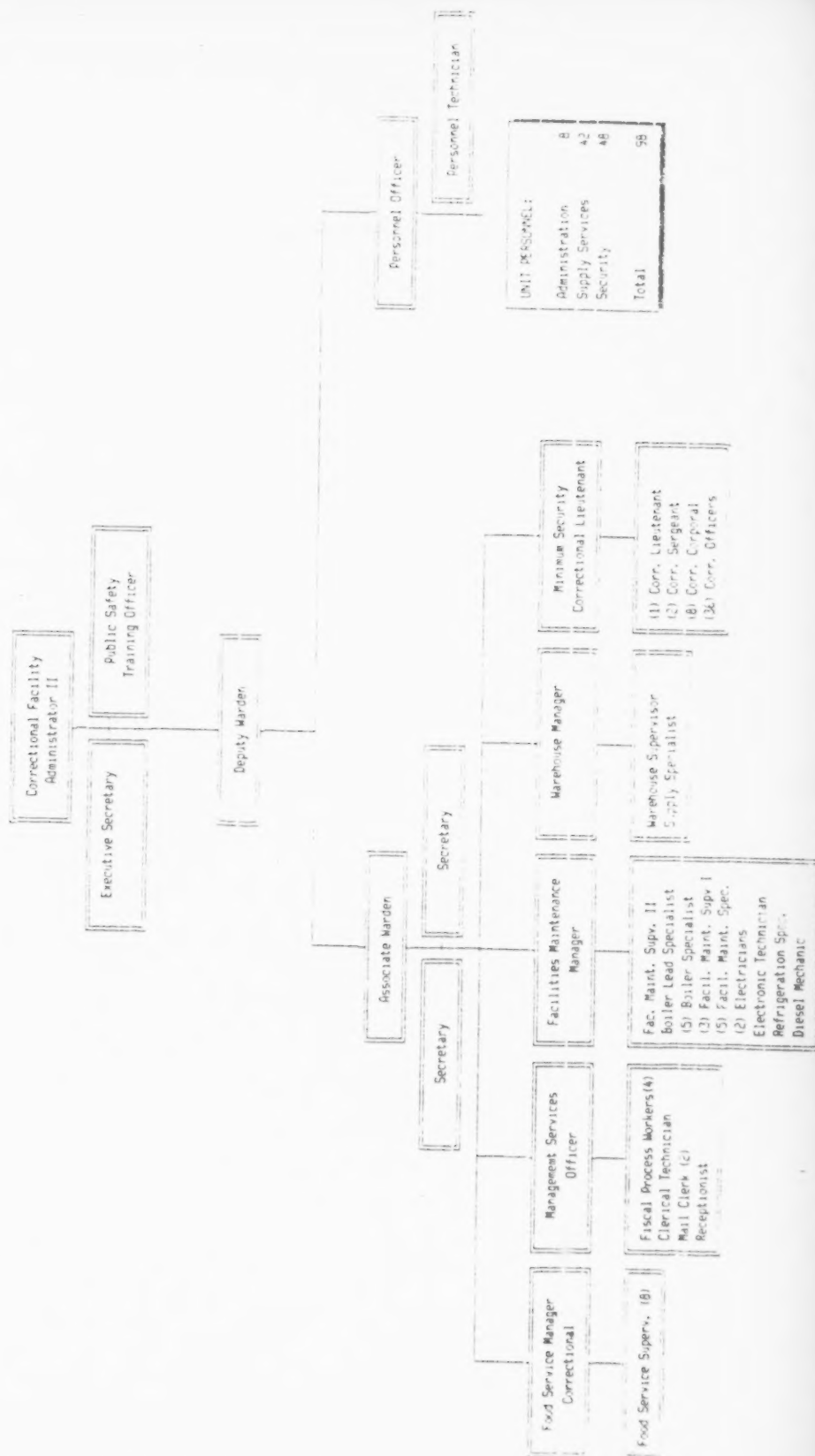
02 OF 8



DEPARTMENTAL ORGANIZATIONAL CHART
ADMINISTRATIVE/CENTRAL SERVICES
JULY 1958

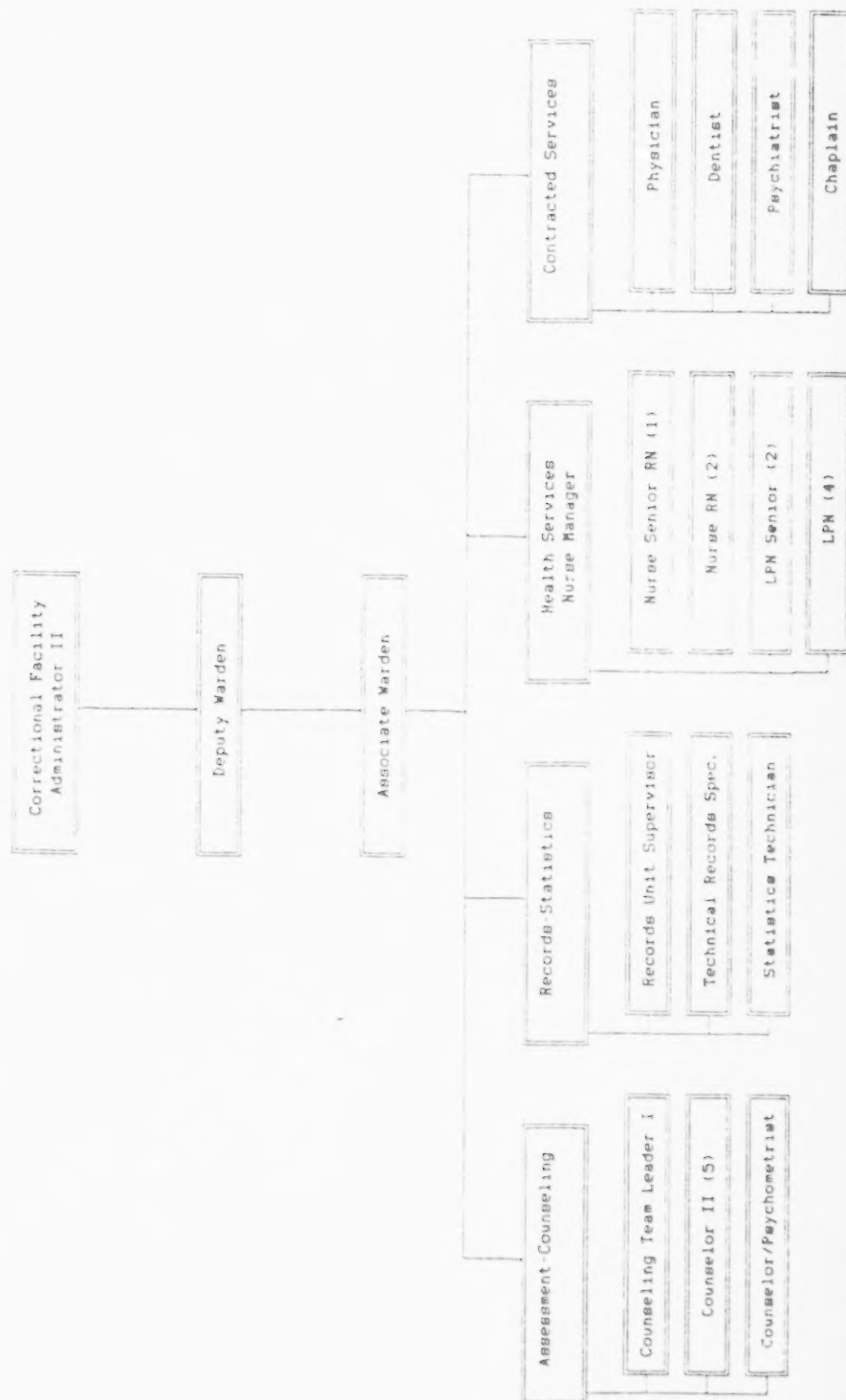
CONTRACTED SERVICES:
Physician
Dentist
Psychiatrist
Chaplain

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WYOMING STATE PENITENTIARY
ADMINISTRATION-ASSESSMENT & ORIENTATION
JULY 1990

#4 OF 8

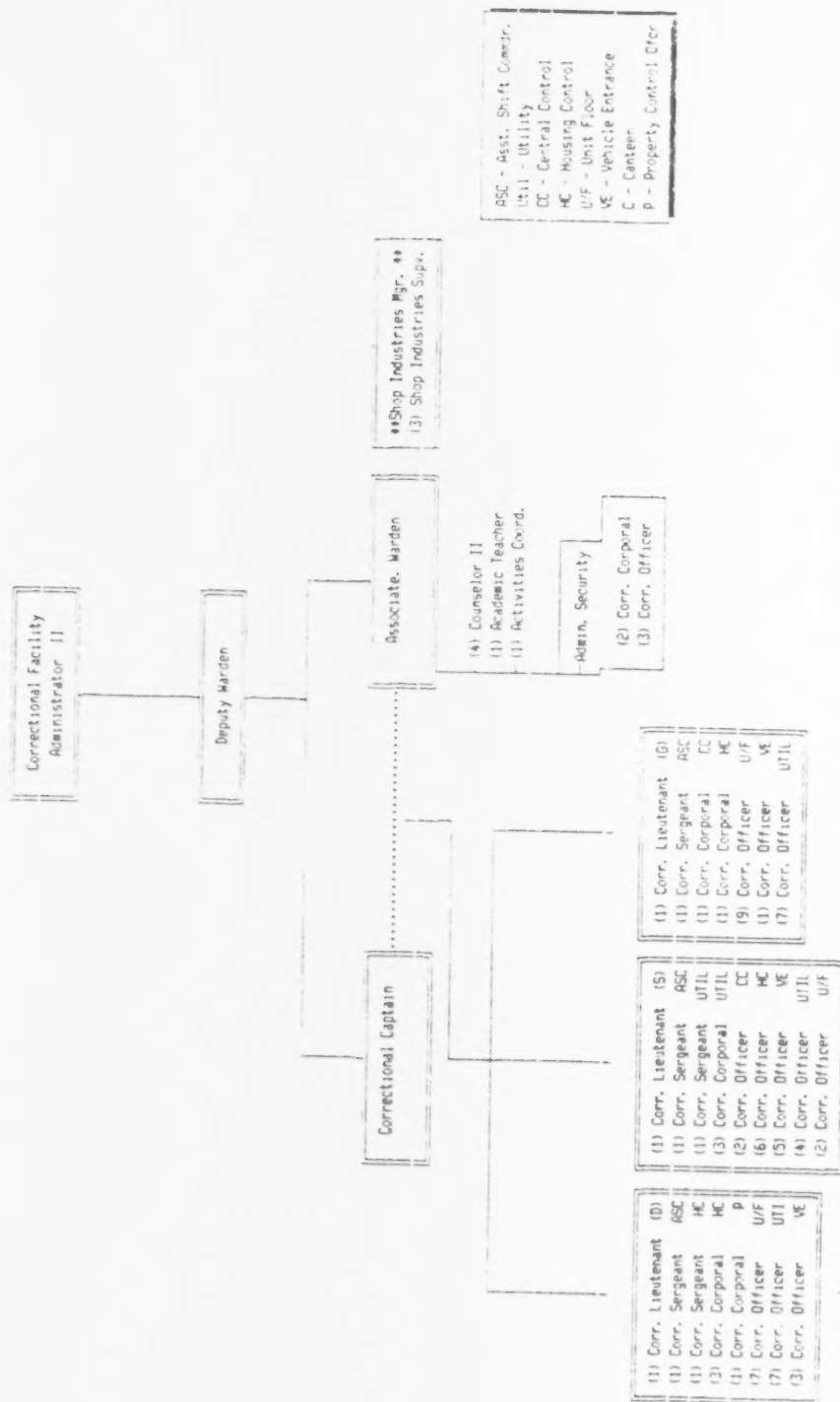


WYOMING STATE PENITENTIARY
MAXIMUM SECURITY UNIT
July 1968

Unit Personnel:

Admin.	4
Security	75
Treat/supply	9
Total	88

85 of 8



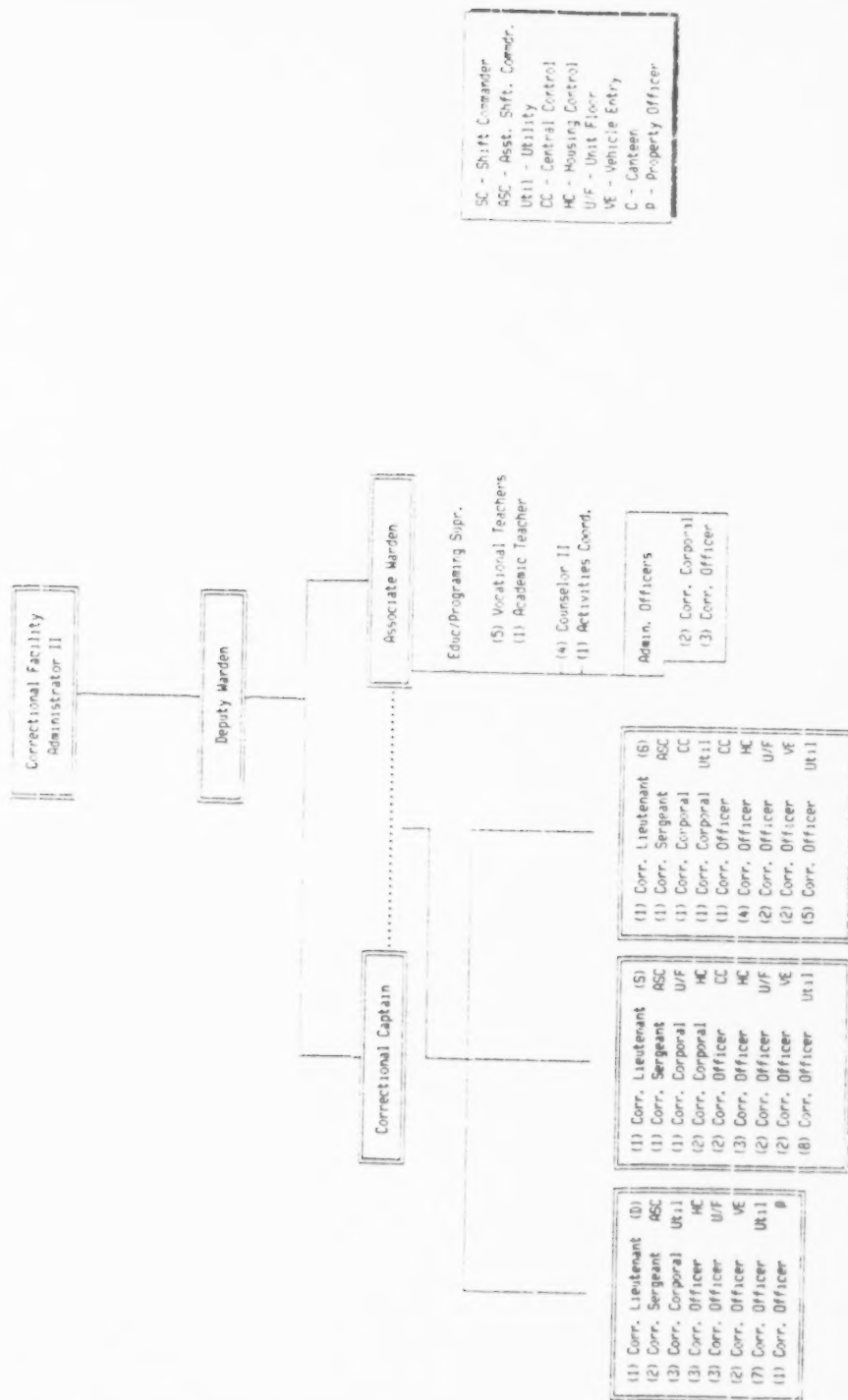
** Physically located in the Maximum Security area. Production is under Central Services.

(D) - Day Shift
(S) - Swing Shift
(G) - Graveyard Shift

WYOMING STATE PENITENTIARY
MEDIUM SECURITY UNIT
JULY 1998

Unit Personnel: Administration 3
Security 67
Treatment 12
TOTAL 82

85 of 8

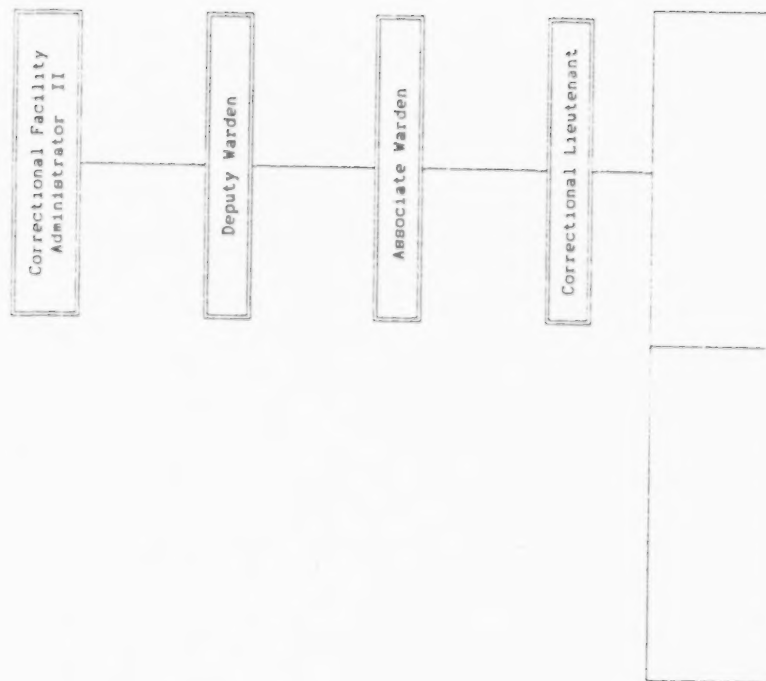


(D) - Day Shift
(S) - Swing Shift
(G) - Graveyard Shift

WYOMING STATE PENITENTIARY
MINIMUM SECURITY UNIT
July 1990

#7 of 8

Personnel: Admin 2
Security 48
Total 50



(1) Corr. Lieutenant	SC
(1) Corr. Corporal	CP
(1) Corr. Corporal	CC
(1) Corr. Corporal	HC
(1) Corr. Corporal	U/F
(3) Corr. Officer	Util
(8) Corr. Officer	HC
(3) Corr. Officer	U/F

(1) Corr. Sergeant	SC
(1) Corr. Corporal	CC
(1) Corr. Corporal	HC
(3) Corr. Officer	CP
(4) Corr. Officer	U/F
(6) Corr. Officer	Util

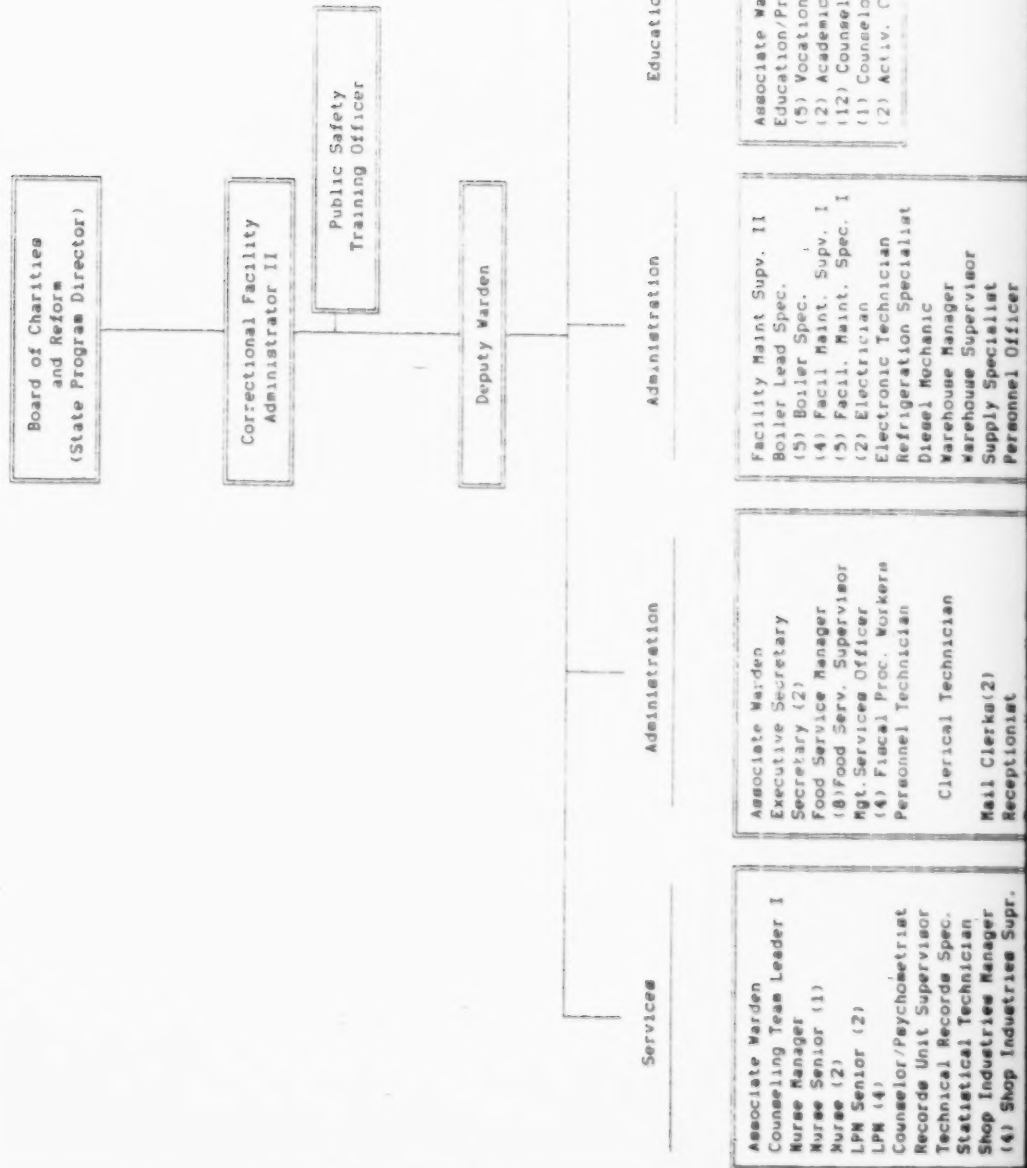
(1) Corr. Sergeant	SC
(1) Corr. Corporal	HC
(1) Corr. Corporal	CP
(4) Corr. Officer	U/F
(5) Corr. Officer	Util

SC - Shift Commander
ASC - Asst. Shift, Comdr
CP - Check Point
CC - Control Control
HC - Housing Control
Util - Utility
U/F - Unit Floor

Penitentiary Organizational Chart
Positions by Service Area
July 1990

AUTHORIZED POSITIONS
269 Full Time

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IV. TRAINING AND STAFF DEVELOPMENT

Training for Fiscal Year 1990 showed a decrease compared to the amount of training conducted for Fiscal Year 1989. This decrease in training in Fiscal Year 1990 can be contributed to the promotion of the training officer and the delay encountered in selecting a suitable replacement.

The following summary reflects a total breakdown of all training conducted during

TYPE OF TRAINING	SECURITY	HOURS	NON-SECURITY PERSONNEL	HOURS
Staff Orientation	56	4,400	1	80
Intermediate Course	21	1,600	0	0
In-Service	68	1,088	23	368
Firearms	365	730	22	44
In-House specialized	135	510	46	376
In State specialized	0	0	23	416
Out of-State specialized	0	0	6	120
Defensive Driving	76	608	12	96
TOTAL	711	9,096	133	1,500

Fiscal Year 1990 shows a decrease in training of 24% compared to Fiscal Year 1989. Little or no training was conducted during the four (4) month search of the training officer.

V. CENTRAL SERVICES

Wyoming State Penitentiary is designed to operate on a "central services concept"--that is, logistical support departments such as food service, maintenance, warehouse, laundry and administrative support sections are centrally located, providing services to each of the separate security units.

Food is prepared, for example, in the central kitchen and trucked to the security units, where it is served on a hot steam line, "cafeteria style."

Laundry is taken from the security unit to the central laundry, sorted, washed, and returned to the units by truck.

The "central services concept" is economically sound and has proven to be an efficient operation. A summary of Fiscal Year 1990 central services operations is as follows:

A. Fiscal Activities

Fiscal Year 1990 was one of increased work load without benefit of additional personnel. The accounts payable section processed 3,755 documents including vouchers, transfers, and other budget documents, an increase of nearly 4 percent. A total of \$10,573,502.00 was expended during the fiscal year including capital outlay of \$67,472.00.

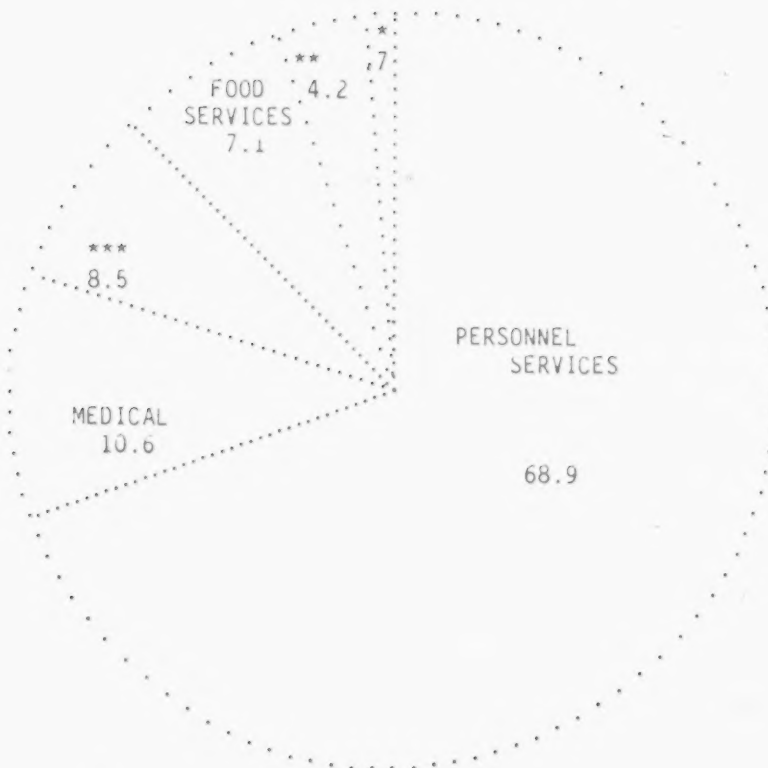
The IBM PC-KT computer continues to be utilized for inmate fund accounting. Nine hundred ninety-five (995) accounts for Fiscal Year 1990 represents an increase of 9.8 percent over 906 accounts in Fiscal Year 1989. This machine is currently operating at 90.45 percent capacity. The purchase of an advanced and more versatile computer and corresponding software is a realistic goal for Fiscal Year 1991.

The following are utility cost comparisons for Fiscal Year 1990:

	<u>FY 1989</u>	<u>FY 1990</u>
Electric	\$240,455	\$249,920
Coal	104,843	116,467
Sewer and Water	--36,593	--65,447
TOTAL	\$381,891	\$431,854

There were 7,464,623.000 watts of electrical power, 33,211,600 gallons of water, and 3.757 tons of coal consumed during Fiscal Year 1990. The oil fired boiler was not utilized in Fiscal Year 1990.

The following chart demonstrates the total operation expenditure distribution for Fiscal Year 1990.



* MISCELLANEOUS SUPPORTIVE SERVICES	.7%
** UTILITIES	4.2%
*** GENERAL REPAIR AND SUPPLIES	
TRANSPORTATION	
EDUCATION	8.5%
CONTRACTED SERVICES	
EQUIPMENT	
CAPITAL OUTLAY	

B. FOOD SERVICE OPERATIONS

As of June 30, 1990, the food service department has been fully operational for nine (9) years. During the past twelve (12) months a variety of routine equipment repairs have been made, and before the end of the Fiscal Year of 1991, it will be necessary to add an additional set of stack ovens. due to the normal cycle of equipment. The stack ovens are well beyond their expected life cycle.

Plans are in process to replace the steam ovens in the food service department. The former ovens have been completely worn out from continued usage.

The ice machine has reached the state of obsolescence and a new machine is being purchased to accomodate the daily requirements of this department.

A garbage disposal has been replaced in the medium unit due to daily wear and tear.

Before the end of the fiscal year of 1990 there will be a need to add an additional set of stack ovens, due to the normal life cycle of the equipment, also due to increased institutional population.

The purchase of a microwave oven for central kitchen would be a tremendous help for the ever increasing diet requirements needed by a number of offenders. The continuing goals of the food service department are as follows:

1. To stay within the allotted budget while continuing with a balanced and nutritious meal format;
2. To continue to prepare and serve expanded menu formats including fresh fruit and vegetables when available;
3. To assume that the food service will continue to meet and exceed all national food standards set forth by the U.S.D.A. and A.C.A. for adult correctional facilities;
4. To maintain and monitor all medically prescribed diets by physicians, as well as other daily diets in all three (3) units;
5. To prepare and serve hot, nutritious meals on the thermal trays for the reception and assessment unit, as well as the segregated population in C-Block;
6. To continue training in all sanitation procedures, to keep sanitation standards above required environmental regulations;

7. To continue with a training program for all food supervisors, as well as all inmate kitchen workers. To better train all inmate workers to help all concerned in procuring more gainful employment upon release from incarceration.

In order to attain these goals the following policies and procedures will be emphasized:

1. Continued research and training; education for all supervisors to meet all specific diets set forth by physicians as well as other diets and to keep an accurate record of all diets;
2. Continued training for all food supervisors, as well as inmate workers to ensure daily routine for all health standards. A daily routine check to make sure all critical items are in compliance with established standards;
3. Continued use of thermally protected trays for segregated feeding to ensure proper portion control, as well as maintaining the meals within proper temperature. Standards this facility continue to prepare food for outside service organizations, the raw food is provided by the service clubs, prepared by inmate workers under supervision. Inmates are reimbursed through such items as soda pop and cigarettes for this service;
4. To assume that the food service department meets or exceeds all nutritional standards set forth by U.S.D.A. and the A.C.A. for adult correctional facilities;
5. Cost effective purchasing will be utilized, specific sale items will be incorporated as they become available. U.S.D.A. donated food items account for 10 percent of all food items;
6. The food service will use seasonal items such as fresh fruit and fresh vegetables to try to provide more variety to the menu format.

The food service staff provides combined food service experience of over 125 years of experience, constant on job training gives all workers an equal opportunity to learn.

FOOD COST BREAKDOWN

<u>Month</u>	<u>Average Population</u>	<u>Cost of Items Delivered</u>	<u>Cost Per Man Per Day</u>
July, 1989	713	\$ 71,149.90	\$3.22
August, 1989	691 (5 weeks)	55,403.53	2.59
September, 1989	690	56,923.93	2.75
October, 1989	703	69,329.22	3.19
November, 1989	714	59,540.13	2.78
December, 1989	718 (5 weeks)	59,534.19	2.68
January, 1990	723	73,172.49	3.27
February, 1990	724	58,243.44	2.88
March, 1990	729 (5 weeks)	59,680.28	2.64
April, 1990	718	62,415.35	2.90
May, 1990	717	53,352.64	2.40
June, 1990	726	58,220.36	2.68
Yearly Average	714	\$ 61,413.81	\$2.84 (per man per day)

C. Maintenance Department

The maintenance department has been involved in several projects throughout the past fiscal year.

1. The installation of expanded metal on all cell windows in C Star Block 5, and D Block, building 3MCC;
2. The installation of medicine security cages in three canteen areas, and a security access window to dispense medication;
3. Designed and installed a safety walk way on the air handler units in 3M2, and 4M2, mechanical rooms, to allow repair and maintenance of the units;
4. Purchased and installed a new computer system to control the bag house in the boiler and steam plant;
5. The installation of above floor sanitary sewer clean outs in C Block building 3MCC;
6. The construction of a park area in the minimum security unit, with three water ponds, and water falls in the design of the landscape.

Construction projects by outside contractors:

1. The removal of three gasoline storage tanks and disposal of the same;

2. Boiler #3 was found to have faulty water tubes in the annual boiler inspection. This fault was corrected by an outside contractor with Penitentiary personnel assisting.

Preventative maintenance activities:

1. The maintenance department completed 3,831 separate work orders for maintenance items;
2. Preventative maintenance inspections were performed on:
 - a. Boilers #1, #2, and #3;
 - b. Generators, emergency power #1 and #2;
 - c. Fire safety equipment:
 - i. Fire extinguishers,
 - ii. Hood systems,
 - iii. Sprinkler systems,
 - iv. Fire hydrants,
 - v. Emergency exits.
3. Building movements were closely monitored for future stabilization needs;
4. Planned maintenance was performed on the plumbing, heating, electrical, and mechanical systems;
5. Grounds care and improvements were accomplished at both the new and old site.
6. Grounds care and improvements were accomplished at both the new Penitentiary site and the old site.

Objectives of the maintenance department are as follows:

1. To stabilize buildings 3MC-A star, blocks 1 and 4, and 3MC-core area. Work to be performed by an outside grout stabilization contractor;
2. To also grout stabilize 3MS-A&B medium security housing. Work to be performed by an outside grout contractor;

3. To install above grade sanitary sewer clean outs in all housing units;
4. Installation of two (2) underground gasoline storage tanks, which meet all applicable codes, regulations, and laws;
5. Grounds care at the Penitentiary to improve the overall landscaping.

Vehicle Maintenance:

Fuel consumed for vehicles and equipment:

Regular gasoline:	7,798.9 gallons at .0574	\$ 6,686.78
Unleaded gasoline:	7,231.5 gallons at .8499	6,146.05
Diesel fuel:	1,936.2 gallons at .595	1,152.04
		<u>\$18,307.70</u>

Mileage:

Security/Transportation:	249,117
Security Local and Maintenance:	92,025
Work Release Transportation:	25,461
	<u>341,142</u>

Vehicle Additions in Fiscal Year 1990:

Pickups:	S-1283	Maintenance
	S-1284	Maintenance
	S-1361	Maintenance
Cars:	S- 7	Warden s vehicle
	S- 8	Transportation
	S- 417	Transportation
	S- 446	Transportation
	S- 512	Transportation

Vehicles Removed in Fiscal Year 1990:

Car:	S- 935
	S- 963
	S- 8

Penitentiary Permanently Assigned Vehicles and Use:

TRANSPORTATION VEHICLE: Used primarily by Warden.
- S-7 1989 Oldsmobile Cutlass Ciera

TRANSPORTATION VEHICLE: Inmate transportation vehicles, used primarily by Penitentiary correctional officers.

- S- 8 1990 Ford L.T.D. Crown Victoria wagon
- S- 9 1987 Chevrolet 307 V8 Caprice Classic wagon
- S- 61 1986 Chevrolet 307 V8 Caprice Classic wagon
- S-417 1989 Oldsmobile Cutlass Ciera
- S-418 1984 Chevrolet 173C 2.8 liter Celebrity wagon
- S-448 1990 Ford L.T.D. Crown Victoria Wagon
- S-512 1990 Ford Club Wagon Van
- S-645 1985 Chevrolet Celebrity wagon
- S-745 1988 Chevrolet Caprice Cl. Wagon

MAINTENANCE VEHICLES: These vehicles are used for on and off grounds maintenance considerations, used primarily by maintenance employees.

- S- 63 1969 Ford F-250 3/4 Ton Pickup
- S- 84 1978 Chevrolet 350 V8 3/4 Ton Pickup
- S-179 1976 Dodge V8 100 Pickup
- S-187 1968 Dodge D-200 4WHD Pickup
- S-188 1958 Ford F-600 Truck
- S-244 1972 Ford F-100 Pickup
- S-642 1967 International 345 V8 Loadstar 1600 Bus
- S-646 1978 Dodge 225 S6 Pickup
- S-808 1981 Chevrolet 305 V8 Pickup
- S-815 1981 Chevrolet 305 V8 Pickup
- S-819 1981 Chevrolet 305 V8 Pickup
- S-1283 1986 Ford F-250 Pickup
- S-1284 1986 Ford F-250 Pickup
- S-1361 1988 Chevrolet 2500 Pickup

WAREHOUSE VEHICLES: These vehicles are used to facilitate inmate special commissary and canteen needs.

- S-136 1983 Dodge w-250 4WHD Pickup
- S-973 1979 Ford 300 Econoline Van

TAG PLANT VEHICLES: Vehicles are used to deliver license plates.

- S-182 1987 Ford 474 I6 LT8000 Box
- S-647 1986 Ford 460 V8 F350 Flatbed
- S-744 1979 Ford 370 V8 F700 Flatbed

PERIMETER VEHICLES: Vehicles used for facility perimeter security, used by correctional officers.

- S-181 1979 Chevrolet C-20 Pickup

KITCHEN VEHICLE: Vehicle used for food service operations, used by food service employee staff.

- S-937 1982 Ford 300 I6 Van

LAUNDRY VEHICLE: Vehicle used to transport inmate laundry within the facility. Vehicle primarily used by Dwain Doty.

- S-481 1978 Chevrolet Step Van 1978 292 I6 *

INFIRMARY VEHICLE: Vehicle used to transport inmate personnel on site only, used by medical staff only.

- S-756 1968 Chevrolet 350 V8 Ambulance

MEDIUM AND MAXIMUM PROPERTY ROOM VEHICLE: Vehicle used to transport inmate property within facility, used by Penitentiary property control security officers.

- S-781 1978 Dodge D-100 Pickup
- S-933 1982 Ford Club Wagon Van 351 Windsor

WORK RELEASE VEHICLE: Vehicle used to transport work release inmates to and from work within the community.

- S- 64 1984 Chevrolet Caprice C1 Wagon

MAINTENANCE HEAVY EQUIPMENT VEHICLES: Vehicles used for Penitentiary construction purposes, snow removal, road maintenance and boiler room coal and ash handling.

- S-480 1974 International 345 V8 Loadstar 1600 Small Dump Truck
- S-934 1978 GMC 427 V8 6500 Large Dump Truck
- M#410B 1985 John Deere S.#T04219I128710 Backhoe
- M#580B 1972 Case S.#5234546 Engine G-188D S#2728568 Backhoe
- M#H60H Hyster Forklift S.#D003D04498U (Tag Plant Uses Also)
- M#100 McCormick Farmall Tractor S.#8480
- M#212 Cat Grader Engine S.#91629 Frame S.#9T829
- W-14 1986 Case Loader S.#9158469 Eng. A-336BD
- M#2-973 Wayne Street Sweeper. S.#973-816, Chrysler 318 V6

Note: Due to normal wear certain vehicles and heavy equipment will be taken out of service during Fiscal Year 1991.

D. warehouse, Inmate Initial Issue, and Inmate Canteen
Department

1. Warehouse

warehouse operations provided inventory control, purchasing, receiving, documentation, storage and distribution of four major usage groups at the Penitentiary: food service supplies, janitorial cleaning supplies, State issue supplies, and security clothing. These four (4) major groups are divided as to their specific use in the Penitentiary and physical storage area within the warehouse.

Food service supplies (the largest of the four (4) major groups in man hours, inventory dollars, and physical storage space) are all items utilized by the central kitchen and two satellite kitchens to provide nutritious meals to the entire inmate population. At the end of Fiscal Year 1990 the warehouse stored \$100,124.96 in food service supplies.

Janitorial cleaning supplies include all security approved chemical cleaning supplies, cleaning equipment and paper products utilized at the Penitentiary to provide a clean and healthy environment. At the end of Fiscal Year 1990 the warehouse had \$15,285.43 in janitorial cleaning supplies stored.

State issue items are provided for the general needs of the inmate population. Included in the State issue items are hygiene items, such as toothpaste, bath soap, razor blades, toilet tissue, and a pair of soxs. These items are provided to the entire inmate population on a monthly basis. In addition, all special clothing required for inmates in the various work areas are also provided. Finally, all "dress out" clothing, that is clothing purchased for inmates being discharged, are purchased by and issued from the warehouse. The warehouse, at the end of Fiscal Year 1990, had \$34,250.00 on hand in State issue items.

Security clothing is provided for the security personnel. These clothing items consist of three (3) uniform shirts, three (3) uniform trousers, and a summer or winter jacket of their choice. The warehouse had on hand, at the end of Fiscal Year 1990, \$2,973.95 in security clothing.

Records of all warehouse stocked items (amounts received, stored, and distributed) are recorded on a

computerized inventory system. This computerized system is checked on a semi-annual basis with a complete physical inventory. At the end of the fiscal year the computer recorded 577 individual line items with an inventoried dollar value of \$149,660.39

The warehouse also provides purchasing, receiving, and distribution of items for each department at the Penitentiary. These are requested items which are either purchased locally or ordered from various vendors.

The warehouse provides a monthly special commissary service to the inmate population. These are security approved items, such as civilian clothing, hobby crafts, and special use toilet articles which are not normally stocked by the canteens. These items are purchased from local merchants and charged to the inmate accounts.

This work center has attempted to acquire funds for an additional walk-in freezer for four (4) years. A need exists for separate storage space for assets no longer in use, awaiting auction, or other disposition. This work center realizes a substantial impact on work load through normal institution growth. A sizeable influx of inmates will place this work center over its capacity to function within a controllable manner.

2. Inmate Initial Issue

The following statistics represent items distributed as State issue to each new inmate.

COST PER INMATE

Toothbrush	1	\$.45
Toothpaste	1	.46
Razor	1	1.48
Razor Blades	4 @ .06	.24
Soap	1	.20
Toilet Paper	1	.36
Socks	3 @ .57	1.71
Briers	3 @ 1.08	3.24
Sheets	2 @ 5.30	10.60
Blankets	2 @ 8.25	16.50
Pillow Case	1	2.05
Towels	2 @ 1.55	3.10
Wash Cloth	1	.22
Shirts	3 @ 5.33	15.99
Trousers	3 @ 7.89	23.67

Coat	1	38.25
Boots	1	22.75
Drinking Glass	1	.60
Spoon	1	.13
Fork	1	.18
Comb	1	.10
Shampoo	1	.20
Laundry Bag	2 @ 3.65	7.30
Mattress	1	31.41
Pillow	1	8.31
TOTAL		\$189.50

(Not included are coveralls issued at a cost of \$14.32 and slippers issued at a cost of \$4.95. These items are issued to the Diagnostic Services Center and are not included in the overall cost, since these items are returnable for continued use specifically in this area).

3. Canteen (Inmate Store) Activities

The canteen operation consists of both a canteen warehouse (located in the main warehouse) and inmate stores which are located in each of the three (3) security units. These stores serve to provide a variety of items for sale to the inmate population such as tobacco products, canned goods, pop, health and beauty aids, pastries, snacks, and magazines. The canteens are also used for the dispersal of monthly State issue items to the inmate population and for supplying canteen items to the reception unit, C-block, and protective custody populations.

Canteen operations are self-supporting. Items are purchased at wholesale prices and given a five (5) percent mark-up for operating costs such as inventory, canteen equipment replacement, damage and/or loss. There were no major equipment purchases in the canteens during Fiscal Year 1990.

The canteen currently is serviced by twenty-four (24) vendors, seven (7) of which have been added during Fiscal Year 1990. Canteen items now total six hundred items to better provide service to the inmate population.

A video rental system has been in operation for a year now and has been successful. Each month the canteens stock ninety movies which are available for

rent to the inmate population. Video cassette recorders are also available for rent in each canteen.

In April of Fiscal Year 1990, a new program was implemented wherein the canteens are used for the dispensing of medications to the inmate population by the infirmary personnel.

Net canteen sales for Fiscal Year 1990 are as follows: (Fiscal Year 1989 figures are provided for comparison)

Unit	FY 1989	FY 1990	Amount of Change
Minimum	\$ 79,964.71	\$ 81,317.72	+ 1,353.01
Medium	152,802.30	153,221.25	+ 418.95
Maximum	134,000.70	155,521.23	+21,520.53
TOTAL	\$366,767.71	\$390,060.20	+23,292.49

E. Inventory Control

Inventory control is an independent department charged with the responsibility of keeping an accurate record of the fixed assets of the State Penitentiary, as well as the condition and location of these assets. This department also maintains files and records all transactions and balances of the consumable warehouse inventory and the Outlaw Mercantile store, an inmate operated store dedicated to the retail sales of inmate produced hobby and craft work.

The agency requirements are:

1. In addition to maintaining a record of the receipts and consumption of warehouse items and those of the Outlaw Mercantile store, a monthly inventory is made of all products received from the U. S. Department of Agriculture. A semi-annual inventory is taken of consumables in the warehouse and merchandise in the Outlaw Mercantile. An annual inventory is made of all the State's fixed assets and buildings. Continuing spot inventories are taken in all areas throughout the year;
2. To maintain vigilance-regarding change of status of State property. Each change of location or condition is submitted on the proper form to inventory control in order to keep their master records current;

3. To properly identify and to tag with a State asset number, before it is delivered to the using department, each item received that meets the State requirement as a fixed asset. Each item received must meet the State requirement of one hundred fifty dollars (\$150.00) or a life expectancy of a year or longer to become a fixed asset. It is also necessary to remove from the master list of fixed asset identification numbers, such items and equipment which are worn out, beyond repair or are otherwise unusable. Inventory control lists any items that are transferred within the institution from one department to another;
4. Inventory control records daily deletions and additions of warehouse inventory and enters such information into the computer system, maintaining accurate balances of items on hand. Further, inventory control is charged with maintaining in the computer system each transaction of the Outlaw Mercantile store, keeping an accurate and complete record of each item received and each item sold, and providing each participating inmate a monthly printout showing balances and records of his merchandise sold;
5. weekly reports of food costs are prepared. The amount of U.S.D.A. products consumed and in stock are always maintained on a perpetual basis;
6. Assistance is provided in the operation of the warehouse and canteens as required;
7. Inventory control assists with the issuing of the correctional officer's uniforms as well as the repair or security equipment.

Applicable statistics regarding inventory control for Fiscal Year 1990 are:

1. State Penitentiary assets and buildings totaling 6,335 are inspected annually; 27 buildings accounted; 581 warehouse items inventoried bi-annually with spot inventory checks; and, 33 U.S.D.A. items inventoried monthly and recorded in the agency computer;
2. During Fiscal Year 1990, 109 new fixed assets were added to the inventory and 113 items were retired;
3. As necessary, there are 581 items adjusted daily on the computer for the warehouse;

3. For Outlaw Mercantile 520 items are adjusted daily.

F. Penitentiary Industries and Laundry Operations

The Wyoming State Penitentiary Industries Program, consisting of the License Plate Manufacturing Plant, Sign Shop, Garment Shop, and Print Shop emphasized the following objectives:

- Provide needed work programs for inmates
- Develop the type of industry work that will be of positive benefit to the institution and the State
- Establish work ethics for inmates
- Finish products in accordance with schedules
- Increase employee efficiency
- Develop new industry opportunities

1. License Plate Production

a. Equipment:

The Tag Plant is budgeted for re-tooling in 1991. A rebuilt numeral coater will be purchased which will assist in the manufacture of new license plates. This is being done in preparation of calendar year 1993 plates. Actual plate production will commence in 1992.

b. Staffing:

During non-production years, the Tag Plant employs 20 inmates who are assigned to clean and repair equipment and to make supplementary orders for the counties--during production, 45 to 50 inmates are employed.

c. License Plate Production by County - 1990 Orders:

<u>County</u>	<u>Total</u>
1	29,695
2	34,626
3	5,876
4	11,014
5	12,246
6	5,538

7	13.894
8	2.715
9	4.295
10	21.196
11	27.559
12	3.812
13	4.133
14	1.028
15	2.460
16	2.094
17	15.524
18	2.034
19	11.361
20	8.317
21	2.203
22	13.692
23	3.797

TOTAL *239.209

*A change in legislation now requires the sale of commercial plates through each county which accounts for the increase of plate production during Fiscal Year 1990.

2. Sign Shop

a. Equipment

with the increase in the sign shop sales the program is replacing equipment used in making signs to include a die cutting machine for both letters and numbers which will reduce time and cost. During Fiscal Year 1990, the shop's operation fluctuated between 60 percent and 100 percent of capacity.

b. Staffing

Presently there are five (5) inmates employed in the sign shop.

c. Production

i. Institutional

(a) total institutional signs made during
 ——— fiscal year 1990 = 33 signs

(b) Total cost = \$232.25

ii. Non-Institutional Signs

- (a) Total number of signs and decals sold during Fiscal Year 1990 = 1,171 signs
- (b) Total cost of production = \$12,005.50
- (c) Total profit = \$3,997.83
- (d) Percentage of profit = 33 percent

iii. The sign shop produces three (3) types of signs:

- (a) Metallic by silk-screen,
- (b) wooden by routing.
- (c) Automotive decals by stencil.

Total dollar value of plant production for Fiscal Year 1990 = \$12,237.75

iv. Inventory

Ink	\$ 3,795.70
Film Remover	-----
Scotchlite	13,200.00
Miscellaneous	1,250.50
Adhering solvent	-----
Aluminum	544.00
Film	2,514.00

TOTAL INVENTORY \$21,304.20

3. Garment Shop

a. Equipment

During the past fiscal year, only normal usage problems with equipment were experienced. Due to improved servicing methods, downtime of equipment has been reduced.

b. Production

i. Garment shop production during Fiscal Year 1990 was as follows.

	1989	1990	Increase	Decrease
Blue Shirts	1,921	1,523		20.7%

White Shirts	269	297	10.4%	
Green Shirts	601	540		10.2%
Pants	1,617	1,240		23.3%
White Pants	44	95	115.9%	
Sheets	1,193	1,638	37.3%	
Pillow Cases	1,158	1,002		13.3%
Towels	2,731	3,000	19.2%	
Rags/Wash Cloth	7,018	3,753		46.5%
Pillows	316	218		31.7%
Aprons	278	25		91.0%
Curtains	316	418	32.3%	
Shop Jackets	34	52	52.9%	
C-Block Clothing				
Pants	79	116	46.8%	
Shirts	59	82	28.9%	
Press Covers	32	26		18.8%
Mattresses	133	108		18.8%
Pajamas	22	27	22.7%	
Press Jackets	-	38	100.0%	

ii. Total production during Fiscal Year 1990 amount to 14,269 items; a decrease from Fiscal Year 1989.

iii. At present the Penitentiary has sold the following

Boys School in Worland -
Clothing \$ 900.00

Wyoming Women's Center in Lusk -
Kitchen smocks \$ 154.00
Mattresses 3,222.00

Uinta County Jail -
Clothing 56.76
Segregation clothing 399.75

Platte County Jail -
Segregation clothing 298.84

Carbon County Jail -
Clothing 419.70
Segregation clothing 171.84

Wyoming Conservation Camp -
Cook whites 153.51
Aprons 51.49
Clothing 1,124.45

TOTAL SALES

\$7,384.24

c. New Equipment

This work center conceivably possesses the ability to produce other articles of clothing such as underwear, officer and inmate coats and blankets. The estimated savings is being 35 and 60 percent especially on coats. This would require an initial cash outlay of approximately \$10,000 to \$15,000 in new or extra equipment.

At the current rate of inflation the industries manager believes that the new equipment would pay for itself within twenty four to thirty-six months.

The industries manager is conducting a survey of other states to ascertain the feasibility of manufacturing various garments for their agencies.

4. Print Shop

The shop is designed to provide all printing and graphic services to this institution, as well as assisting other state agencies and non-profit organizations. In the process the shop provides an educational background in graphic arts. Certificates of Achievement are issued to inmates for six (6) months, one (1) year, two (2) years, three (3) years and five (5) years.

a. Equipment

- i The print shop is in the process of updating and repairing existing shop equipment. With the replacement of a worn out printing machine, Chief 15, the work load would seldom if ever exceed 75 percent capabilities.

ii New equipment

During fiscal Year 1989 the following

equipment was purchased and placed on line as of July, 1990:

- (a) IBM P5-2 Model 30, 20 MB Hard Disk.
- (b) Hewlett Packard Laser Jet II D Printer.
- (c) Programs Word Perfect Zerox Ventura Desk top System.

b. Staffing

At present the shop employs twelve (12) inmates.

c. Production

During Fiscal Year 1988 the print shop made 1,283,310 impressions. For Fiscal Year 1989 the print shop produced 2,213,380 impressions. This was an increase of 88.2% over the previous fiscal year. This work center fluctuates between 75 and 100 percent of its rated capacity with work assignments. For brief interludes the work center has been assigned a work load exceeding 100 percent.

d. Sales

Total sales for FY 1990 = \$ 4 517.86
Net from sales = \$ 4 913.22

TOTAL \$ 9,449.08

e. The institution is currently making arrangements to provide vehicle validation decals for the state. This work center will be the primary area of that operation.

The vehicle validation decal must be considered a major undertaking and strong consideration given to employment of another supervisor is encouraged.

Upon commencement of the vehicle validation program this work center will necessarily undergo extensive modification to ensure security of a very sensitive product.

5. Laundry Operations

Information provided by a factory laundry service technician indicates that one (1) operational washing machine has the possibility of breaking down at any time. It has been in service well beyond its normal expected service life. The machine also presents a safety hazard to anyone that might be in close proximity to the door should the safety latch fail and blow the door open.

An AJAX 65 pound washing machine has simply worn out and should be replaced.

An additional dryer would be an excellent choice anticipating similar problems associated with the washing machines.

Purchase of the above described items would lower the current level of approximately 85 percent rated capacity to approximately 75 percent. This would greatly enhance the potential for expansion of services.

a. Laundry Service Problems

Total laundry discrepancies for lost/damaged clothing for the maximum, medium, and minimum units has shown an increase during Fiscal Year 1990 from Fiscal Year 1989, with 17 items being replaced.

b. Wash loads

i. Wash loads average as follows

FY 1989 Per Wash Day		FY 1990 Per wash Day	
Maximum	1,205 lbs.	Maximum	1,730 lbs.
Medium	1,351 lbs	Medium	1,424 lbs
Minimum	778 lbs	Minimum	905 lbs.
Reception	204 lbs	Reception	344 lbs

ii. There was an increase in the amount of wash per loads per unit from Fiscal Year 1989 to 1990 in all areas

Maximum unit showed a 43.8% increase
Medium unit showed a 5.4% increase
Minimum showed a 16% increase
Reception/Assessment unit showed a 68.6% increase

c. Laundry Staffing

The laundry inmate staff normally employes from 15 to 20 inmates, depending on placement needs.

d. Clothing Re-issue

At the present time, clothing for re-issue is sufficient to meet the demands of the institution.

VI. INSTITUTIONAL INMATE STATISTICS

Often times the field of corrections is simplified to comparative sets of numbers and demographic data. Statistics, therefore, offer numbers of inmates, their crimes and the sentences awarded for their criminal behavior. Included in this reference data are the numbers and degree of disciplinary actions, the various grievances, and the disposition of the grievance procedures.

The statistics which are presented herein as a source of reference during Fiscal Year 1990 are as follows:

- A. A summary of grievance issues as filed in Fiscal Year 1990 compared with the same time period, Fiscal Year 1989, follows:

<u>Type of Complaint</u>	<u>Number in FY 1989</u>	<u>FY 1990</u>
Rules & Regulations	08	15
Property Disputes	20	25
Food Problems	06	04
Living Regulations	06	04
Medical/Dental Problems	35	50
Mail Problems	14	23
Use of Library	11	05
Television Availability	03	02
Incentive Pay	03	05
Visiting	05	06
Laundry	00	01
Work Assignment	03	05
Classification	16	16
Discrimination	02	00
Reproduction/Copy Work	02	01
Work Release	01	00
Religious Services	02	03
Security Searches	09	00
Contraband	00	01
Segregation	10	01
Protective Custody	02	00
Parole Board	04	01

*Furlough	01	00
Good Time	03	01
Miscellaneous Items	07	00
*Release of Information	01	00
Honor Farm	02	00
Disciplinary Actions	24	37
Telephone Calls	01	01
Employee Relations	15	08
Family Visiting Center	01	01
*Restricted Maximum Security	02	02
*Sentence Structure	00	00
Hobby Work		01
Gymnasium		04
Recreation		07
Canteen		01

* These areas of grievances are new and some are actually non grievable issues, although it is, and has been. Penitentiary policy to render some resolve in each of these areas as well as all other bona fide issues.

B. INMATE DISCIPLINARY SUMMARY

The institutional administration is constantly working to improve upon the disciplinary process. The Penitentiary utilizes a consistent and fair process, both in the administrative disciplinary committees and the resources provided through the office of the Carbon County prosecuting attorney. Serious offenses against person and property are discussed with the county attorney, and his advice regarding prosecution is used as a guide when such is considered.

The less serious offenses are presented to the institutional internal disciplinary committees representing the Penitentiary administration in such disciplinary matters.

A summarization of the numbers and types of disciplinary matters attended during Fiscal Year 1990 is as follows

Incidents of Inmate Violence

Escapes - Place of Housing	12 Cases	Status	Disposition
Minimum Security	1	WR/rVC*	(1) Apprehended
Medium Security	0	N/A	N/A
Maximum Security	0	N/A	N/A
Diagnostic Center	0	N/A	N/A
Community Centers	2	CAC	(2) Apprehended
Honor Farm	8	HF	(6) Apprehended
State Hospital	1	WSH	(1) Apprehended

* Work Release and Family Visiting Center

(There were five (5) escapees remaining "at large" during this period).

Administrative Disciplinary Hearings

Number of Offenses per Unit

	Diagnostic Center	Minimum	Medium	Maximum
Class I				
Serious offenses against persons or property	2	N/A	13	14
Class II.				
Offenses which pose a threat to security and order	69	N/A	122	156
Class III				
Offenses which undermine discipline	1	N/A	2	3
Class IV				
Miscellaneous offenses	15	N/A	16	17

C. GENERAL STATISTICS NEW INMATES RECEIVED

In Fiscal Year 1990, 392 new inmates (a ratio of 1.07 new inmates per day) were received at the penitentiary. A statistical breakdown of these 392 new inmates follows

1. Types of Crimes Committed By New Inmates

Aggravated Assault	04
Aggravated Assault & Battery	19
Aggravated Robbery	04
Aggravated Burglary	05
Sexual Assault (1st degree)	10
Sexual Assault (2nd degree)	10
Sexual Assault (3rd degree)	00
Arson	05
Auto Theft	00
Child Abuse	00
Drug Related	50
Escape or aid in an escape	23
Forgery	12
Incest	03
Immoral, Indecent Acts w/Child	28
Kidnapping	04
Larceny	09

Manslaughter -----	08
Murder (1st Degree) -----	07
Murder (2d Degree) -----	06
Burglary (simple) -----	52
Robbery (simple) -----	05
Parole Violations -----	85
Miscellaneous -----	42
Habitual Criminal -----	02

2. The New Offender's Sentence Status

30 days -----	01
4 months -----	01
1 year to 1 year & 3 months -----	02
1 year to 1½ years -----	05
1 year to 2 years -----	20
1 year & 2½ years -----	01
1 year to 3 years -----	15
1 year to 4 years -----	01
1 year to 5 years -----	02
1 year to 8 years -----	01
1 year and 1 month -----	01
1 year & 1 month to 4 years -----	01
1 year & 2 months to 3 years -----	02
1 year & 3 months to 2½ years -----	01
1 year & 3 months to 3 years -----	02
1 year & 3 months to 4 years -----	01
1 year & 3 months to 5 years -----	01
1 year & 4 months to 2½ years -----	01
1 year & 4 months to 3 years -----	02
1 year & 4 months to 4 years -----	02
1½ years to 2 years -----	05
1½ years to 2½ years -----	03
1½ years to 3 years -----	30
1½ years to 4 years -----	06
1½ years to 5 years -----	04
1 year & 8 months to 4 years & 2 months -----	01
1 year & 8 months to 5 years -----	02
1 year & 9 months to 4 years -----	01
1 year & 9 months to 5 years -----	01
1 year & 10 months to 4 years & 2 months -----	01
2 years to 2½ years -----	02
2 years to 3 years -----	26
2 years to 3½ years -----	01
2 years to 4 years -----	28
2 years to 5 years -----	18
2 years to 6 years -----	01
2 years to 7 years -----	02
2 years to 8 years -----	01
2 years & 3 months to 4½ years -----	01
2½ years to 4 years -----	01
2½ years to 4½ years -----	01

2½ years to 5 years	04
2½ years to 6 years	01
2½ years to 7 years	03
2½ years to 7½ years	01
2½ years to 8 years	01
2 years & 9 months to 10 years	01
3 years to 4 years	02
3 years to 5 years	30
3 years to 6 years	10
3 years to 7 years	04
3 years to 8 years	01
3 years to 10 years	05
3 years & 4 months to 10 years	02
3½ years to 7 years	01
4 years to 5 years	03
4 years to 6 years	12
4 years to 7 years	02
4 years to 8 years	02
4 years to 9 years	01
4 years to 10 years	01
4½ years to 8 years	01
4½ years to 15 years	01
5 years	01
5 years to 6 years	03
5 years to 7 years	06
5 years to 8 years	04
5 years to 9 years	01
5 years to 10 years	06
5 years to 15 years	02
6 years to 8 years	05
6 years to 10 years	02
7 years to 10 years	01
7 years to 12 years	01
8 years to 10 years	01
8 years to 14 years	02
8 years to 16 years	01
8 years to 20 years	01
9 years to 10 years	01
10 years	02
10 years to 13 years	01
10 years to 15 years	04
10 years to 20 years	05
12 years to 20 years	02
12 years to 35 years	01
14 years & 2 months	01
14 years to 18 years	01
14 years to 35 years	01
15 years	01
15 years to 17 years	01
15 years to 18 years	01
15 years to 20 years	01
15 years to 25 years	02

18 years to 20 years	01
20 years to 25 years	01
20 years to 30 years	01
20 years to life	02
25 years to 35 years	01
35 years to 40 years	01
40 years to 45 years	01
45 years to 50 years	01
Life	11

Note: Some offenders received during this period had multiple convictions and additional sentences. There were also several offenders who had detainers which are required to be served either within or outside the State of Wyoming.

Average sentence for non-life: 3.64 years to 6.49 years

Twenty-seven percent have minimum sentences over five (5) years and three percent have life sentences.

D. INMATE POPULATION GROWTH

Since the opening of the "new" Penitentiary in September, 1981, an average of 30 new offenders have been received each month, while an average of only 25 offenders have been discharged from the system each month. This would show a continuing increase in general (jurisdictional) population on an average of 5.0 inmates per month. Should this trend continue, the growth pattern would show an increase of 60 inmates per year.

Enclosed herewith, is the housed population, and population trend from 1981 through Fiscal Year 1990. The specific dates and population trends are as follows:

SINCE 1981 OCCUPANCY

Date	Housed Population	Capacity	% Capacity	% Change	Inmates Received	Inmates Discharged
Sep 81	434	526	82.5%	---	26	14
Oct 81	433	526	82.3%	- .2%	22	14
Nov 81	459	526	87.3%	5.0%	36	6
Dec 81	473	526	89.9%	9.0%	30	35
Jan 82	467	526	88.9%	7.6%	32	16
Feb 82	474	526	90.1%	9.2%	34	11
Mar 82	494	526	93.9%	13.0%	31	22
Apr 82	501	526	95.2%	15.4%	43	33
May 82	509	526	96.8%	17.3%	29	13
Jun 82	520	526	98.9%	19.8%	33	23
Jul 82	527	536	98.3%	21.4%	27	23
Aug 82	526	536	98.5%	21.6%	32	30
Sep 82	530	536	98.9%	22.1%	24	12
Oct 82	547	536	102.1%	26.0%	18	25
Nov 82	541	536	100.9%	24.6%	38	12
Dec 82	563	536	105.0%	29.7%	32	14
Jan 83	555	536	103.5%	27.9%	39	29
Feb 83	562	560	100.3%	29.5%	21	19
Mar 83	564	560	100.7%	29.9%	34	33
Apr 83	559	574	97.4%	28.8%	32	34
May 83	567	574	98.8%	30.6%	21	20
Jun 83	579	574	100.9%	33.4%	26	19
Jul 83	579	574	100.9%	33.4%	21	37
Aug 83	575	574	100.2%	32.5%	28	23
Sep 83	567	574	98.8%	30.8%	25	15
Oct 83	563	574	98.1%	29.7%	21	29
Nov 83	562	574	97.9%	29.5%	26	16
Dec 83	572	574	99.7%	31.8%	33	18
Jan 84	570	574	99.3%	31.3%	45	14
Feb 84	594	574	103.5%	36.9%	18	19
Mar 84	578	574	100.7%	33.2%	20	13
Apr 84	576	574	100.3%	32.7%	25	19
May 84	572	574	99.7%	31.8%	40	21
Jun 84	588	574	102.4%	35.5%	33	57
Jul 84	563	574	98.1%	29.7%	29	10
Aug 84	572	574	99.7%	31.8%	31	25
Sep 84	577	574	100.5%	32.9%	24	12
Oct 84	583	574	101.6%	34.3%	27	34
Nov 84	571	574	99.5%	31.6%	25	14
Dec 84	570	574	99.3%	31.3%	23	12
Jan 85	581	574	101.9%	33.9%	34	24
Feb 85	589	574	102.6%	35.7%	35	11
Mar 85	600	594	101.0%	38.2%	24	17
Apr 85	609	594	102.5%	40.3%	34	10
May 85	613	594	103.2%	41.2%	22	28
Jun 85	611	594	102.9%	40.8%	31	14
Jul 85	617	594	103.9%	42.2%	33	13

Aug 85	636	594	107.1%	46.5%	17	47
Sep 85	580	594	97.6%	33.6%	24	11
Oct 85	598	594	100.7%	35.5%	27	23
Nov 85	601	594	101.2%	38.5%	31	3
Dec 85	618	594	107.7%	42.4%	38	27
Jan 86	612	594	103.0%	41.0%	39	14
Feb 86	617	594	103.9%	42.2%	27	20
Mar 86	627	594	105.6%	44.5%	29	35
Apr 86	621	594	104.5%	43.1%	40	18
Jun 86	648	594	109.1%	49.3%	46	13
Jul 86	677	710	95.4%	56.0%	28	16
Aug 86	687	710	96.8%	58.3%	32	9
Sep 86	684	710	96.3%	57.6%	30	14
Oct 86	685	710	95.5%	57.8%	24	17
Nov 86	699	710	98.5%	61.1%	26	18
Dec 86	689	710	97.0%	58.8%	24	42
Jan 87	670	710	94.4%	54.4%	24	7
Feb 87	676	710	95.2%	55.0%	28	12
Mar 87	685	710	96.5%	57.0%	25	9
Apr 87	689	710	97.0%	58.0%	22	13
May 87	674	710	94.9%	55.3%	33	8
Jun 87	688	710	96.9%	58.5%	34	15
Jul 87	699	710	98.5%	61.1%	23	16
Aug 87	712	710	100.2%	64.1%	20	16
Sep 87	693	710	97.6%	59.6%	22	40
Oct 87	705	710	99.3%	62.4%	27	24
Nov 87	692	710	97.4%	59.5%	17	27
Dec 87	694	710	97.7%	59.9%	34	31
Jan 88	696	710	98.0%	60.1%	28	12
Feb 88	709	710	99.8%	63.4%	25	17
Mar 88	719	710	101.2%	65.7%	29	13
Apr 88	720	710	101.4%	65.9%	24	37
May 88	713	710	100.4%	64.3%	16	32
Jun 88	703	710	99.0%	61.9%	26	20
Jul 88	704	710	99.1%	62.2%	28	27
Aug 88	708	710	99.7%	63.1%	34	30
Sep 88	709	710	99.7%	63.2%	37	36
Oct 88	710	710	100.0%	63.6%	24	23
Nov 88	700	710	98.5%	61.3%	32	42
Dec 88	696	710	98.0%	60.4%	29	33
Jan 89	692	710	97.4%	59.5%	21	25
Feb 89	691	710	97.4%	59.2%	33	34
Mar 89	708	710	99.7%	63.2%	41	24
Apr 89	710	710	100.0%	63.8%	34	32
May 89	716	710	100.8%	64.9%	28	22
Jun 89	722	710	101.7%	66.4%	38	32
Jul 89	713	710	100.4%	64.3%	25	22
Aug 89	691	710	97.5%	59.2%	18	43
Sep 89	690	710	97.2%	59.0%	32	34
Oct 89	703	710	99.0%	61.9%	31	20
Nov 89	714	710	100.6%	64.5%	37	20
Dec 89	718	710	101.1%	65.4%	29	23

Jan 90	723	710	101.8%	66.6%	35	28
Feb 90	724	710	101.9%	66.8%	33	21
Mar 90	729	710	102.7%	67.9%	45	34
Apr 90	718	710	101.1%	65.4%	34	32
May 90	717	710	100.9%	65.2%	43	18
Jun 90	726	710	102.3%	67.3%	30	21

AVERAGE	591				30	25
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NOTES The Penitentiary housing capacity is 710 beds. This includes the modular units placed in the minimum and medium security units and the recently erected twenty (20) man work release unit that allows offenders to work within the local community.

There are 594 beds available for general population. There are an additional 123 beds available for special use (ie. infirmary, reception and assessment, administrative segregation).

Total capacity has been discussed in Section I Introduction - Agency Overview as well as Section II Operational Summary. It is paramount to understand any time the inmate population exceeds 594 that the special category cells are being utilized to house the excess. For all intents and purposes at that time the Penitentiary exceeds 100 percent capacity.

The following chart represents the Wyoming State Penitentiary bed availability for Fiscal Year 1990.

WYOMING STATE PENITENTIARY

BED AVAILABILITY

UNIT	PURPOSE	LIVING SPACE CAPACITY	INMATES ASSIGNED ON JUNE 30, 1990	PERCENT OF CAPACITY	COMMENTS
1. Reception & Assessment Unit*	Temporary living unit for new inmates who are participating in diagnostic and initial classification processes.	38 cells 3 holding cells 35 Total Beds	40	114.3%	Short term occupancy, 30 to 40 days. Often beyond capacity. New offenders are unknown and often present management issues.
2. Infirmary*	Long and short term health care unit.	6 cells 1 dormitory (4 beds) 10 Total Beds	6	60.0%	Bed space cannot be included in total capacity. Inmates who are confined in the infirmary also have a living assignment in a long term housing unit.
3. Minimum Security Unit	Provides housing for inmates who have been classified as requiring minimum supervision. Thirteen (3) modular units have increased total Minimum Security bed space.	56 original cells 58 modular rooms 114 Total Beds	117	102.6%	In 1989 a security fence was erected to enclose the minimum security unit. The additional physical security was considered to be a management function necessary to properly contain higher risk inmates who were being assigned to minimum security status.
4. Medium Security Unit	Provides housing, programming, and security provisions for inmates who require less than close maximum security but more than minimum security. Includes remedial, adult basic, and general equivalency education programs. Also includes a variety of vocational programs.	192 original cells 48 additional, non modular cells 24 modular unit cells 2 holding cells 266 Total Beds	275	96.7%	The medium unit is now accepting higher risk inmates whose classification matrices are actually Maximum Security. The juvenile unit is not always at capacity, but adults cannot be placed in with the juveniles.

*One (1) twelve (12) bed unit has been converted for juvenile housing needs.

* - Denotes special unit designation

5. Maximum Security Unit	Serves high risk, long term, special needs, special management inmates.	216 beds - Close Maximum Segregation Unit 24 beds - Protective Custody 24 beds - Restricted Maximum 24 beds - Disciplinary Segregation 6 beds - Death House 5 beds - Holding Cells 299 Total Beds	215 24 20 16 2 1 278	100.5% 100.0% 83.3% 66.7% 33.3% 20.0% 90.0%	Segregation Unit housing is temporary - inmate transfer into and out of the Segregation Unit on a weekly basis. Death House Unit is occupied only by inmates who have been sentenced to death. If no death sentence inmates were incarcerated, the unit could be used for another class of inmates.
6. Work Release Unit	Living area for prerelease inmates who are living at the institution and working in the community. Inmates are assigned to the Work Release Unit only after achieving eligibility status.	20 Total Beds	18		

Notes: 1. Understanding that infirmary, holding, death house, and certain segregation beds are either temporary cells or are designed to be used by special classes of inmates, the total cells available for general population use equal 594. Therefore, 123 beds exist for special management cases and 594 beds are available for general use.

2. The ten (10) holding cells were designed for short term use -- several hours; however, overcrowding has resulted in holding cells being used as long term housing. This condition, related to holding cells being used for long term use, needs to be immediately corrected.

3. Categorization of bed capacities

	June 30, 1990 bed assignments	Percent of Capacity
Total general population beds	594	
Total special unit beds	123	101.8%
Total holding cell beds	10	51.2%
Total work release beds	20	80.0%
*Total temporary beds (Modular Unit)	82	90.0%
*Included in total general population beds		121.9%
	100 **	
*Included in total general population beds assigned		
**Includes double cell occupancy		

4. The Wyoming State Penitentiary is without flexibility within the general population units, the Protective Custody Unit, and occasionally other segregation units.

E. INMATE INCENTIVE PAY

Inmate incentive pay for Fiscal Year 1990 increased 13.15 percent from comparable 1989 figures, as can be seen in the following table. Average monthly incentive payroll for 1990 was \$21,731.58, an increase of \$2,524.94 or 13.15 percent from the 1989 payroll.

Over the past year, the average per inmate monthly incentive was \$30.45, compared to \$26.94 per inmate per month in 1989. This \$3.55 per month increase represents a 13.95 percent increase over the past 12 months.

(See following chart)

INMATE INCENTIVE PAY SUMMARY

FY 1990

Month	1989	Housed Population	Incentive Pay/Inmate	1990	Housed Population	Incentive Pay/Inmate	Difference	Percent Change
July	\$ 19,797.65	685	\$ 28.90	\$ 20,177.25	713	\$ 28.30	379.60	1.92 %
August	20,284.85	719	28.21	21,338.48	691	30.88	1,053.63	5.19 %
September	17,911.18	729	24.57	20,325.85	690	29.46	2,414.67	13.48 %
October	17,825.05	720	24.76	21,317.25	703	30.32	3,492.20	19.59 %
November	17,623.20	706	24.96	20,715.50	714	29.01	3,092.30	17.55 %
December	18,042.95	704	25.63	20,865.15	718	29.06	2,822.20	15.64 %
January	17,419.26	693	25.14	29,540.15	723	40.86	12,120.89	69.58 %
February	19,731.45	714	27.64	21,356.18	724	29.75	1,624.73	8.23 %
March	20,308.50	722	28.13	21,285.10	729	29.20	976.60	4.81 %
April	20,365.85	720	28.29	21,505.90	718	29.95	1,140.05	5.60 %
May	20,727.95	724	28.63	21,210.43	717	29.58	482.48	2.33 %
June	18,213.93	724	28.23	21,139.33	726	29.12	699.88	3.42 %
TOTAL	\$230,477.34			\$260,776.57			\$30,299.23	13.95 % (Average)
MONTHLY AVERAGE	\$ 19,206.45	714	\$ 26.90	\$ 21,731.88	714	\$ 30.45	\$ 2,524.94	13.15 %

VII. REHABILITATION SERVICES

- A. During Fiscal Year 1990, considerable emphasis was placed upon the needs and utilization of the various rehabilitative services throughout the four (4) major units of the Penitentiary. All of the vocational and academic educational programs continue in operation, fully-equipped and tooled, with sufficient power for the various equipment. Recreational yards were fully utilized for softball activities and football activities during each respective season. The gym received considerable use in in-house activities in addition to being host to various community competitions during the winter months. The institutional infirmary has been totally operative, using all of the equipment and service personnel efficiently to satisfy the various needs of the offenders in all units.

The rehabilitative programs at the Penitentiary continue to serve as follows:

1. Provide professional health care for those incarcerated;
2. Return inmates to their respective communities with a salable vocational skill and/or improved academic status;
3. Provide for the reduction of violence among inmates;
4. Develop and maintain a positive physical and attitudinal prison environment.

Major rehabilitative services continued during Fiscal Year 1990 as provided through the following programs:

1. Operation of the Diagnostic Services Center (receiving and evaluation of offenders);
2. Medical services;
3. Classification and Counseling Services
 - a. Chemical Abuse Program;
 - b. A. A. programs;
 - c. Lifestyle Assessment;
 - d. Individual therapy;
 - e. Group therapy;

- f. Family counseling;
 - g. Sex Offender treatment processes;
 - h. Addressing anger and assaultive behavior.
- 4. Chaplaincy services;
- 5. Psychological services;
- 6. Recreational services;
- 7. Community help programs
 - a. Work Release;
 - b. Family excursions (supervised/unsupervised)
 - c. Bowling team;
 - d. Softball team.
- 8. Contracted services.
 - a. Physician;
 - b. Dentist;
 - c. Optometrist;
 - d. Religious leader (Chaplain);
 - e. A dentist and psychiatrist are also provided by the Wyoming State Hospital.
- 9. Volunteer services
 - a. Religious leaders;
 - b. Educators;
 - c. Lay counselors.

A summary of each area follows.

B. DIAGNOSTIC SERVICES CENTER

The new diagnostic services center is a special and unique facility at the Wyoming State Penitentiary. The basic function of this facility is to receive and process each offender upon their arrival from the courts and jails.

During the limited stay in the Diagnostic Services Center, a number of vital processes occur in order to determine the characteristics of the offenders. What are the needs regarding housing, programming, security, and preparatory processes necessary to formulate a restoration sequence toward his eventual return to the community?

1. The offender is received with the court documents and his personal effects. The personal property is inventoried with the offender and he signs for its disposition.
2. The offender must undergo a sanitizing process which includes a physical inspection, hot shower, and hair cut.
3. New inmates receive clean clothing and bedding materials in addition to necessary personal items. (i.e. toothbrush, toothpaste, razor and blades, soap, toilet tissue, underwear, socks, blankets, shoes if needed, and jackets as necessary for inclement weather conditions).
4. The inmate is then sent to the infirmary for a complete physical and dental examination.
5. New inmates are assigned temporary living quarters within the Diagnostic Services Center. (Their meals are delivered to them three (3) times a day to their assigned cell).
6. The offenders are photographed and fingerprinted, these and other identifying information are forwarded to the FBI and Wyoming Department of Criminal Investigation.
7. They are required to undergo a series, or battery, of psychological tests. (i.e. Otis Gamma BM, Bender Gestalt Visual Motor Test, Rutter Incomplete Sentences Blank, MMPI and tests of Adult Basic Education).
8. The offenders undergo a personal psychological interview.
9. Each individual is interviewed by the counselor/programmer in an effort to prepare an institutional performance plan.
10. As a group, the new inmates attend an orientation process whereby they learn of methods and practices of the institution process. They also become fami

liar with the basic rules and regulations, correctional treatment program, and staff officials who will assist them during their incarceration.

11. The inmate is lastly presented to the classification board for initial housing and work assignments. He will then be assigned to a living and program unit
12. The subject is transported to his designated facility.

C. DIAGNOSTIC SERVICES CENTER STATISTICS

- General Statistics - New Inmates Received In The Reception Assessment Unit Fiscal Year 1990 (392)

1. PRIOR INCARCERATIONS

No prior incarcerations	214
One prior incarceration	178

2. MARITAL STATUS

Single	188
Married	95
Separated	04
Divorced	98
Widowed	04
Common Law	03

3. AGES

Under 20	43
20 to 25	105
26 to 35	161
36 to 45	55
46 to 55	24
56 to 61	04

4. DEGREE OF EDUCATION

1st through 6th Grades	11
7th through 9th Grades	36
10th through 12th Grades	285
College Level	51
Unknown	09

5. RACE

Caucasian	287
Black	20

Indian	30
Hispanic	53
Other	02

6. COUNTIES FROM WHICH PRISONERS RECEIVED

Albany	12
Big Horn	02
Campbell	40
Carbon	36
Converse	04
Crook	04
Fremont	30
Goshen	12
Hot Springs	03
Johnson	04
Laramie	86
Lincoln	06
Niobrara	00
Natrona	68
Park	06
Platte	03
Sheridan	21
Sweetwater	34
Sublette	00
Teton	04
Uinta	07
Washakie	03
Weston	02
Federal Transfer & Interstate Compact	05

(Some offenders have sentences from
multiple counties)

7. NATIVE STATE

Alaska	00
Alabama	01
Arkansas	03
Arizona	09
California	33
Colorado	25
Connecticut	02
District of Columbia	00
Florida	01
Georgia	00
Hawaii	00
Idaho	15
Illinois	09
Indiana	06
Iowa	04
Kansas	08
Kentucky	03

Louisiana	02
Maine	00
Maryland	02
Massachusetts	00
Michigan	04
Minnesota	07
Mississippi	02
Missouri	03
Montana	28
Nebraska	13
Nevada	01
New Hampshire	00
New Jersey	01
New Mexico	04
New York	05
North Carolina	01
North Dakota	03
Ohio	08
Oklahoma	05
Oregon	04
Pennsylvania	05
Rhode Island	00
South Carolina	00
South Dakota	08
Tennessee	00
Texas	14
Utah	11
Vermont	00
Virginia	03
Washington	11
West Virginia	00
Wisconsin	04
Wyoming	122
Foreign	12

8. CRIMINAL BEHAVIOR

Property Type Crimes	137
General Assaultive & Violent Crimes	93
Sexually Assaultive Crimes	56
Drug Related Crimes	67
Other	39
TOTAL	392

D. MEDICAL SERVICES

Fiscal Year 1990 has shown an increase of health care services. The medical department is seeing more offenders

entering the institution with an abundance of concurrent health care needs!

Some significant increases in the off-site health care providers included a 25.25 percent increase of optometrist services.

The medical department has viewed a 32.32 percent increase of physician's services outside the City of Rawlins.

Emergency room evaluations and admissions have increased to 89.21 percent, and the in-patient and out-patient to the Carbon County Memorial Hospital of shows a 60.74 percent increase.

The Penitentiary in-house prescribed medications have increased 20.64 percent in addition to urinalysis testing for drug abuse to 14.27 percent.

A most significant increase of 163.22 percent is contributed to offender contacts to nursing-directed clinics.

The following are statistical overviews of health services activities:

Statistics for FY 1990

1. Inmate contacts (on-site) - (monthly average):

Contract medical physician	432
Nurse (employee) within the unit	365
Contract dentist (on-site) <u>screening only</u>	82
By dentist/oral surgeon for dental work	84
State hospital (psychiatrist)	11
Medical specialists (urologist, osteopath, orthopedic specialist)	05
Contract physical therapist	03

	Optician	19
	TOTAL	999
2.	Off-site trips (monthly average)	
	Dentist in community	33
	Optometric in community	32
	Physician in community	18
	Carbon County Memorial Hospital (emergency)	22
	Hospital admissions (in-patient and out-patient)	29
	Out of town physician s offices	22
	Out of town hospital admissions	04
	TOTAL	160
3.	Miscellaneous	
	Admissions to institutional infirmary	24
	Offenders on daily medication	229
	Laboratory testing (IDX) analyzer	131
	Urinalysis drug screen testing	161
	TOTAL	545

Some of the basic problem areas of concern in the medical department include the following

1. The medical department has noted a considerable number of offenders in the institution who are diabetic, this is cause for continuous treatment processed in which some offenders must give their own injections. Preparation and supervision must be maintained at all times for this process.

2. There are a number of serious heart conditions that must be monitored, and when these conditions necessitate the need for an operation this tends to be a very costly treatment process. There are always a series of pre-operational processes that must take place in addition to the post-operational procedures during the period of convalescence.
3. Another problem area in the medical department, is the constant transportation follow-up on eye examinations and dental work which is conducted in the community.
4. There are usually several offenders who are elderly and must be handled under geriatric conditions, even though the infirmary is not designed for long term care procedures. There are also a usual group of offenders who have sleep disorders and nervous tension brought about by reason of their incarceration.
5. The most costly problems relate to cardiac issues including but not limited to open heart surgery bypass. The medical department also considers cases dealing with orthopedics, testing for H.I.V., respiratory, pre-incarceration physical trauma, and other issues as contributing factors toward a higher operational cost.

COMPARISON OF BIENNIAL INFIRMARY ACTIVITIES

July 1, 1989 to June 30, 1990

<u>On-Site Contacts</u>	<u>07/89 to 12/89</u>	<u>01/90 to 7/90</u>	<u>% Change</u>
Contract MD	2834	2347	- 17.18%
Nursing clinics	1144	3240	+183.22%
Dentist screening	696	284	- 59.20%
Dentist/Oral Surgeon	553	460	- 16.82%
WSH Psychiatrist	44	85	+ 93.19%
Urologist/Orthopedist	43	21	- 51.16%
Optician	*	39	*
Physical Therapist	*	239	*
 <u>Off-Site Trips</u>			
Dental	185	209	+ 12.97%
Optometric	185	197	+ 6.49%
Rawlins Physicians	154	66	- 57.14%
MHCC ER	104	159	+ 52.89%
MHCC OP/Admissions	135	217	+ 60.74%
Out-of-Town MD	130	131	+ .77%
Hospital out-of-town	28	23	- 14.82%
 <u>OTHER</u>			
Infirmary admissions	120	136	+ 13.33%
IDX lab testing	485	1090	+124.74%
Urine drug screening	821	1112	+ 35.45%

* Denotes no data available

E. CLASSIFICATION AND COUNSELING SUMMARY

The following is a summary of classification and counseling actions during Fiscal Year 1990.

1. <u>Types of Classifi-</u> <u>cation Action</u>	<u>Number of</u> <u>Cases</u>	<u>Approved</u> <u>Cases</u>
Work/School Assignments	859	---
Initial Classifications		
To Medium Security	177	---
To Maximum Security	80	---
Trusty	17	---
Boot	25	---
Other	09	---
Returnees (parole)	22	---
Minimum Security Considerations	220	136
Medium Security Considerations (Maximum to Medium)	105	88
Restricted Maximum Security	19	---
General Status Reviews	523	---
Honor Farm Considerations	184	101
Work Release Considerations (BCR Approval)	123	70
Regressive Classifications	43	---
Interstate Transfers	23	23
Wyoming State Hospital Referrals	34	32
Acceptance of Interstate Transferees to Wyoming	10	02
Protective Custody Classifications	12	---

Protective Custody Reviews	34	---
Segregation Reviews	294	---
Community Placement Programs	95	72
S.T.O.P.	32	17
Honor Conservation Camp	105	66

2. Counseling Services:

<u>Types of Action</u>	<u>Number of Cases</u>
Individual Counseling Services	4,422
Inmate Contacts	8,661
Initial Classification Referrals	308
Psychological and Psychiatric Referrals	409
Emergency Telephone Calls	939
Preparation Processes for Special Visitation Applications	469
Preparation Processes for Family Visiting Center Applications	1,077
Representative of Disciplinary Committees	199
Personnel Review	3
Preparation of Judicial Requests for Progress Reports	41
Transfers	41
Preparation of Family Excursion Requests	150
Preparation of Information for Inmate Transfers:	
Wyoming State Hospital	32
Interstate Transfer	23

F. CHAPLAINCY SERVICES

Fiscal Year 1990 was one of progress in some areas, and one of recession in others. Chaplains Schumacher and

Ellis welcomed the arrival of Chaplain Intern Terry Ray. Although Chaplain Ray arrived late in the fiscal year, his work is greatly appreciated. The addition of Chaplain Ray will enable the chaplaincy program to better meet the needs of both inmate population and the Wyoming State Penitentiary staff.

General religious materials and counseling continue to be made available to the inmate population in both segregated and non-segregated areas of the institution. The "Rock of Ages Prison Ministry" team was allowed to visit in the segregated area on a "one-to-one" basis. Prison Fellowship USA was allowed to conduct an in-prison seminar for the protective custody wing of the institution. The most supported program, on a statewide basis, continues to be the "Adopt-A-Block" program. This program saw a slight decrease in support as the number of participating churches declined. The effect was that the Honor Farm at Riverton and the Women's Center at Lusk were omitted. The general services available to the inmate population continue to remain at a high level; these are available because of the volunteers who give of their time and effort on behalf of the men here.

Another area that saw a slight increase in Fiscal Year 1990 was the number of marriages; this number rose to twenty-eight. Some of the prospective couples participated in counseling prior to their marriage.

Presently, these services are carried out in areas designated by the Warden, and while these areas are adequate, an actual chapel would facilitate not only the worship services but the general working of the chaplaincy program.

G. PSYCHOLOGICAL SERVICES

The following is a summary of psychological services provided in Fiscal Year 1990.

General assessment services	392 cases
Institutional evaluation and referral to psychiatrists	409 cases
Institutional evaluation and referral to Wyoming State Hospital	37 cases

H. RECREATION SERVICES

The recreation personnel are responsible for managing all recreational program activities in the maximum, medium,

and minimum security units. Such activities include, intramural leagues within the Penitentiary, unit tournaments, interinstitutional tournaments, tournaments involving Wyoming State Penitentiary inmates and outside community teams, umpire and referee clinics, training and supervisonal aid.

As a means to provide physical fitness, improve morale, improve social skills, and generally eliminate boredom, the recreation department is designed to provide opportunities to as many inmates as possible who desire to become involved with recreational activities provided at the institution. Inmate recreational interests were reflected in such physical activities as softball, basketball, weight lifting, handball, racquetball, volleyball, boxing, playing pool, ping-pong, horseshoes, card and board games. The community excursion program permits approved minimum security inmates to participate in community softball and basketball leagues.

The Penitentiary is designed to provide recreational activities in the following units:

1. Reception and Assessment Unit

- Day rooms
- Library
- Outdoor enclosed recreation yard
- Television

2. Minimum Security Unit

- Multipurpose, gymnasium and visiting room
- Softball field
- Library
- Day rooms
- Television
- Ping-pong/pool table room
- Visiting modular
- Horseshoe pits
- Weight room
- Outdoor recreational room

3. Medium Security Unit

- Gymnasium
- Weight room
- Ping-pong/pool table room
- Hobby rooms
- Visiting center
- Library
- Day rooms

- Television
- Horseshoe pits
- Outdoor recreational yard
- Softball field
- Music room

4. Maximum Security Unit

- Gymnasium
- Weight room
- Ping-pong/pool table room
- Hobby rooms
- Music room
- Visiting center
- Library
- Day rooms
- Television
- Horseshoe pits
- Outdoor recreational yard
- Softball field

The following improvements and work have been completed in the recreational areas during the past fiscal year.

1. Pool tables, including rails and slate were recovered and redone in minimum, medium, modular, and maximum units including D-block three (3) times each.
2. New horseshoe pits were built in the maximum unit.
3. Two (2) new weight machines were built and installed in the minimum unit weight room.
4. Weight machines were recovered and repaired in all units.
5. New squat rack area was installed in medium unit weight room.
6. New weights, (olympic plates, power bars, dumbbells) were added to all weight areas in units.
7. A new stationery exer-bike was added to D-Block.
8. The medium and maximum unit gymnasiums were painted.
9. Basketball backboards and supports were redone, replaced, and repaired in the medium and maximum gymnasiums.

10. Gymnasium floors in both the medium and maximum units were repaired.
11. New lights were installed in the medium and maximum unit gymnasiums.
12. Plumbing, showers, and water faucets were repaired in the medium and maximum units.
13. In all of the units softball gloves were repaired and replaced.
14. New fence was added to the right field foul line in the maximum unit softball field.
15. Exer-cycles and rowing machines were donated to the maximum unit gymnasium.
16. Dirt was added to all softball fields.
17. In the medium gymnasium, the basketball scoreboard was moved to a better and safer location in the gymnasium.
18. New storage/lockup cages were built and installed in projection rooms medium and maximum gymnasium.

The following reflects the types and frequency of organized activities:

<u>ACTIVITY</u>	<u>MAXIMUM</u>	<u>MEDIUM</u>	<u>MINIMUM</u>
softball	80	80	70
basketball	60	70	60
volleyball	40	45	30
football	20	20	20
handball	60	30	20
boxing	05	10	05
weightlifting	90	90	75
powerlifting	20	30	10
pool/billiards	100	100	100
board games	35	35	35
horseshoes	40	40	30
music club	25	20	10
track/field	20	20	20
racquetball	40	60	30
ping pong	10	10	10

The following tournaments were held and attended during the past fiscal year which involved teams coming from the

community to the Penitentiary or teams from the Penitentiary going to the community to participate:

1. The minimum softball team travelled to Wamsutter in July, 1989, to participate in the Wamsutter invitational softball tournament
2. The minimum unit softball team travelled to Laramie in July, 1989, to participate in the Wyoming Men's Class D state softball tournament.
3. The minimum unit softball team travelled to Hanna in August, 1989, to participate in the Hanna invitational softball tournament.
4. A men's open softball tournament was held at the Wyoming State Penitentiary in September, 1989, which involved eighteen (18) civilian community teams from all over Wyoming (Rawlins, Gillette, Sheridan, Casper, Cheyenne, Kemmerer, Rock Springs, Green River, Hanna, Laramie, and Torrington) and four (4) Penitentiary teams.
5. A minimum unit basketball team travelled to Green River in January 1990, to participate in the Green River Recreation Center basketball tournament.
6. The minimum unit fastbreak basketball team participated in the Rawlins mens city league from November, 1989, through March, 1990.
7. A men's basketball tournament was held at the Wyoming State Penitentiary in March, 1990, which involved fourteen (14) civilian community teams from all over Wyoming (Rawlins, Cheyenne, Evanston, Green River, Laramie, Rock Springs, Casper, Kemmerer, Arapahoe, Clearmont, and Riverton) and four (4) Penitentiary teams including one (1) Wyoming Honor Farm team from Riverton.
8. A minimum unit basketball team travelled to Medicine Bow in March, 1990, to participate in the Medicine Bow Lions Club basketball tournament.
9. A minimum unit basketball team travelled to Glenrock in March, 1990, to participate in the Glenrock Lions Club Gold Medal basketball tournament
10. Twenty (20) minimum unit inmates acted as umpires for the Rawlins Little League and Rawlins Babe Ruth League baseball programs May, 1990, through July, 1990.

11. Four (4) medium unit inmates travelled to Casper to participate in the Wyoming State Games for powerlifting.
12. The minimum unit softball team participated in the Rawlins men's city league from May, 1990, through August, 1990.
13. The minimum unit softball team travelled to Hanna to participate in the Hanna Recreation Center softball tournament in June, 1990.
14. All Rawlins city league softball teams played part of their league schedules at the Penitentiary against medium and maximum unit varsity teams from June, 1990 through August, 1990.
15. A minimum unit softball team travelled to Rock Springs in June, 1990, to participate in the Rock Springs open softball tournament.
16. A minimum unit softball team participated in the Rawlins Carbon Cup softball tournament in June, 1990.

I. SPECIAL INTEREST PROGRAMS

Work Release Program (Rawlins Center)

1. The Work Release Program was initiated in the year 1972, and has continued to function well, being well received by the Rawlins community. This program is structured to allow offenders to leave the confines of the penitentiary for the purpose of work or school. This program is directed by penitentiary policy as well as State Statutes. Work Release is a privilege which may be available to both violent and nonviolent inmates. The program does provide for economic resources and a gradual re-entry to freedom for those who are placed on the program. The work release program has provided inmates with places of employment upon their release from the Penitentiary, thus helping provide those inmates with an acceptable parole plan. The maximum capacity for this center is twenty (20) offenders.

Inmates serving a sentence for a non-violent crime may become eligible for work release participation when they reach a sentence status of six (6) months prior to a possible release date. Inmates serving a sentence for a violent crime are eligible when they are within two (2) months of their possible release date.

2. During Fiscal Year 1990, there were 66 offenders brought before the Board of Charities and Reform for work release review, 61 of whom were approved. Of these 61, 10 inmates were removed from work release status for disciplinary reasons. One (1) offender escaped from custody.

Outlaw Mercantile

Outlaw Mercantile was started in May 1986, as an outlet for the inmates' hobby products. These include: covered wagon lamps, leather belts, purses, billfolds, coin purses, key fobs, paintings, earrings, as well as many other items.

Currently the store is open six days per week but as the cold weather sets in shorter hours will be instituted.

The store generated \$36,338.01 in funds for the inmates participating in the store operation. This figure is for a nine (9) month operation.

Profit computations are shown below:

Gross Sales 07-01-89 - 06-30-90	=	\$39,861.81
Overhead (10% of costs)	=	\$ 3,623.80
Net Profit	=	\$36,238.01

J. MENTAL HEALTH PROGRAMMING

The main objective of all the mental health programs is for the staff and, most importantly, the inmate to identify emotional, psychological, social and physical problems. To genuinely become involved in a therapeutic setting to explore avenues to assert himself for change to resolve the disorder or to learn socially acceptable behaviors are the goals of this programming.

The mental health programs are arranged into two types:

1. Group type therapy.
2. Activity type groups.

The first type of groups are called therapy groups. These groups vary from unit, but are all centered around the individual acknowledgment of a specific problem and ability to share it with the group. These groups deal with everything from life-style assessment to drug problems. The optimum goal in all of these groups is for the individual to identify his problems and to work

toward self-improvement by dealing with and hopefully resolving that problem. Group type therapies that are presently being offered at the Wyoming State Penitentiary are:

<u>Currently:</u>	<u>Number of Groups For The Year:</u>
1. Psychoactive Substance Education	11
2. Trailhead 12-Step Therapy Group	6
3. Adult Children of Dysfunctional Families Group	4
4. Alcoholics Anonymous	4
5. Social Norms and Skills Group	6
6. Basic Survival Group	6
7. Transactional Analysis Group	2
8. Behavioral Ethics Committee	3
9. Ethical Considerations Seminar	1
10. Specific Modalities Therapy Group	3
11. Protective Custody Sex Offenders Group	1
12. Pre-Release Group	1
13. AIDS Support Group	1
14. Narcotics Anonymous	3
15. Sexual Addicts Anonymous	1
16. Sexaholics Anonymous	3
17. Veterans Outreach (post traumatic stress disorder)	1

Goals for Fiscal Year 1991 are to continue all extant therapy groups and to add the following:

1. Child Abusers Program (on-going)
2. Parent Effectiveness Training (12 week sessions)

- | | | |
|----|---|--------------------|
| 3. | Anger Issues Program | (on-going) |
| 4. | One-Day-At-A-Time Group
(addiction issues) | (on-going) |
| 5. | Reality Therapy Group | (12 week sessions) |
| 6. | Samenow Program | (on-going) |
| 7. | Pre-release Group | (12 week sessions) |

ACTIVITY-ORIENTATED GROUPS:

	<u>No. of Inmates Involved</u>	<u>No. of Groups In</u>	<u>No. of Trips Out</u>	<u>Total No. of Civilians Seen</u>
InReach/OutReach Program	08	28	06	3,944
"Tell it Like It is" Program	10	17	06	1,324

Note:

Consideration must be given for these figures in that inmates openly enter/exit the various groups that are recognized as ongoing. Thus, figures are calculated in that sense. As well, there have been several video tapings, TV interviews, and radio interviews for the activity-orientated groups this past year.

This past year the counseling department has reached its goals. All therapy groups experienced an increase in inmate involvement and it appears this trend will continue to increase. An ultimate goal will be to develop a complete mental health department for intense therapy. At present, counselors are greatly consumed in their overall job responsibilities of therapy and caseload management.

K. Community Correctional Alternative Program

During Fiscal Year 1990 the community correctional alternatives program assisted the Wyoming State Penitentiary in the following manner.

There were a total of thirty (30) offenders processed through Community Alternatives of Cheyenne. There were seven (7) returned to the Penitentiary. There were seven-

teen from center granted parole and two (2) offenders were discharged from their sentences.

There were a total of thirty-four (34) offenders processed through Community Alternatives of Casper. There were four (4) offenders returned to the Penitentiary. There were ten (10) offenders granted parole and six (6) offenders discharged from their sentences. One (1) offender escaped from Community Alternatives of Casper.

There were a total of twenty (20) offenders processed through the Community Alternatives of Gillette. Six (6) offenders were returned to the Penitentiary and four (4) discharges. There were thirteen (13) offenders granted parole.

The overall number of offenders processed through the Community Alternative Program was eighty-four (84) offenders of which there were forty (40) paroled, twelve (12) discharged, seventeen (17) returned to the Penitentiary, and one (1) escaped.

L. Wyoming Honor Conservation Camp

The Wyoming State Legislature provided for a "youthful offender program" to begin, effective June 9, 1988. This program was designed for first-time offenders to be placed into a highly structured, disciplined program as an alternative to long term incarceration.

This program is called the "Boot Camp Operation," which is located in Newcastle, Wyoming, under the administration of the Wyoming State Honor Conservation Camp.

The specific criteria for entry into the Boot Camp includes, but is not limited to, the following:

1. Offenders must be male and under 25 years of age;
2. Offenders must not have served a term of incarceration;
3. Offenders must not be sentenced to life or death sentence;
4. Offenders must undergo a classification process;
5. Offenders must not show a potential toward violence;
6. Offenders are recommended through the judicial process;

7. Offenders are subject to the rules and regulations of Boot Camp officials.

The first offenders were initiated into the Boot Camp operation on February 20, 1990. Since that period of time, the results of the operation (from the sending and receiving institution) are as follows:

- | | |
|---|-----|
| 1. Number of offenders transferred to Boot Camp | *34 |
| 2. Number of offenders returned to Penitentiary | 07 |
| 3. Number of offenders medically unable to transfer | 04 |
| 4. Number of offenders released to State probation | 12 |

Types of offenders transferred to the Boot Camp:

- | | |
|---|-----|
| 1. Violent offenders (ie aggravated assault, homicide aggravated burglary) | 06 |
| 2. Property type offenders (ie burglary, larceny, stolen property) | 17 |
| 3. Drug related crimes (ie delivery and/or possession of controlled substance) | 08 |
| 4. Sexually assaultive behavior (ie indecent liberties sexual assault, intrusion) | 03 |
| | *34 |

Reasons for return of offenders to Penitentiary:

- | | |
|--|----|
| 1. Behavioral problems failure to abide with regulations | 07 |
| a. Property type offenders | 06 |
| b. Drug related crime offenders | 01 |

VIII. EDUCATION

The Education Department consists of the Adult Basic Education and the General Education Development classes offered in the maximum and medium security units the vocational courses offered in the medium security unit the library, law library systems, special classes, and seminars. The Education Department also works closely with the coordinator of courses for Central Wyoming College in the scheduling of telecourses on

the Penitentiary television channel and providing classroom facilities.

The goals of the Education Department are to provide the opportunity and atmosphere where an inmate is able to learn to think effectively, work for a living and develop feelings of self-worth. This year the total number of students enrolled in all educational programs was 583. A new program was added to the Education Department this year, Diesel Mechanics offered through the Wyoming Technical Institute.

In the Adult Basic Education Development classes 50 percent obtained a G.E.D. certificate. Of those failing to receive a G.E.D. certificate 22 percent were moved administratively before they could complete the course. Seven percent dropped out of class by their own choice.

The Education Department is also offering two additional classes in the maximum security unit. These classes are Spanish and Advanced Mathematics. These courses are supervised by the G.E.D. instructor in the maximum security unit and taught by inmate instructors. A total of 46 inmates elected to participate in these programs with 43 percent of those enrolling receiving a certificate of completion. The Basic Computer Literacy course is offered in the medium security unit. A twelve week course is offered which meets three days a week. Two classes are offered, one in the afternoon and one in the evening. This course has proved very popular.

Vocational training is offered in the medium security unit. The Education Department offers eleven (11) vocational programs: Electronics, Radio and Television Broadcasting, Mechanical Drawing, Architectural Drafting, Machine Shop Technology, Welding, Carpentry, Auto Mechanics, Auto Body and Fender Repair, and Diesel Mechanics. During this year a total of 384 students enrolled in the vocational programs offered. Fifty-two percent of the students successfully completed the requirements for certification. Twenty-one percent of the students were moved administratively before completing the program and twelve percent dropped out of the vocational program in which they were enrolled prior to completion.

The following is a yearly summary of enrollment activity:

1. Adult Basic Education and GED Certification

<u>Fiscal Year</u>	<u>Enroll- ment</u>	<u>Certified</u>	<u>Dropped out</u>	<u>Admin. moved</u>
1984	163	84 (52%)	30 (19%)	38 (25%)
1985	127	60 (47%)	18 (14%)	33 (26%)

1986	167	99 (58%)	22 (13%)	40 (24%)
1987	192	117 (61%)	34 (18%)	50 (26%)
1988	127	62 (48%)	4 (3%)	21 (16%)
1989	150	77 (51%)	10 (7%)	29 (20%)
1990	138	69 (50%)	12 (9%)	31 (22%)

2. Vocational Education

Fiscal Year	Enroll-ment	Certified	Dropped out	Admin. moved
1984	392	132 (34%)	99 (25%)	121 (31%)
1985	390	115 (29%)	94 (24%)	114 (29%)
1986	465	121 (26%)	96 (21%)	103 (22%)
1987	507	129 (25%)	98 (19%)	111 (22%)
1988	330	123 (37%)	49 (15%)	68 (20%)
1989	335	181 (54%)	38 (11%)	76 (22%)
1990	384	199 (52%)	46 (12%)	81 (21%)

3. Fiscal Year Enrollments

Course	FY84	FY85	FY86	FY87	FY88	FY89	FY90
Electronics	75	106	114	131	58	72	75
TV/Radio Broadcasting	6	8	14	15	25	26	28
Machinist	17	17	18	17	21	25	29
Drafting	47	36	38	36	62	60	47
Upholstery	8	3	3	6	9	4	3
Welding	60	35	33	36	32	32	48
Automotive	27	30	36	39	64	64	61
Carpentry	40	61	52	66	38	68	70
Diesel Mech.	NA	NA	NA	NA	NA	NA	23

B. LIBRARIES

This year each unit library received eight local newspapers from throughout Wyoming in addition to the Rocky Mountain News from Denver. At a cost of approximately \$1000, three subscriptions of each of the following daily papers were received: Casper Star Tribune; Cheyenne

Eagle; Cody Enterprise; Laramie Boomerang; Riverton Ranger; Sheridan Press; Uinta County Herald; Wyoming Eagle and the Rocky Mountain News; Gillette News Record; Buffalo Bulletin; Glenrock Independent, Kemmerer Enterprise.

C. LAW LIBRARY

Over the fiscal year, a total of 1,800 books were checked out to inmates. The Wyoming Statutes and Supplements were logged out in the library an average of two times a day.

There were over 800 law books transported to the Maximum Security Unit Law Library through the interloan system.

An allocation of \$17,000.00 per biennium supports the court ordered legal libraries.

D. KWSP CHANNEL 3

This television system airs taped programming 18 hours each day and is used to "televis" college credit telecourses, seminars (locally prepared), educational programming and specials, penitentiary video-taped messages to the inmate population, and even the Penitentiary's sporting events. On weekends first-run movies are shown.

E. FISCAL YEAR 1990 - PROGRAM FUNDING

<u>Shop</u>	<u>1990 Expenditures</u>
Automotive	\$ 5,000.00
Welding	5,000.00
Electronics	2,800.00
Machining	2,000.00
Carpentry	2,200.00
ABE/GED	1,900.00

F. FEDERAL PROGRAMS

During Fiscal Year 1990, four grants totaling \$28,100.00 were awarded the Penitentiary.

1. A grant of \$18,000.00 was awarded to improve the automotive, machine, and drafting programs.

2. A \$6,800.00 grant was obtained for an assistant instructor in the Adult Basic Education program.
3. A \$1,500.00 grant was obtained for the purchase of library materials.
4. A \$1,800.00 grant was awarded by the State Department of Education for computer aided instructional materials for the ABE classes.

G. COLLEGE PROGRAM

The college program at the Penitentiary is coordinated through Central Wyoming College located in Riverton, Wyoming. This advanced educational program had completed its 14th year of classes in May, 1990, graduating five inmate students during the past Fiscal Year.

Enrollment in classes has remained stable with an average of 100 students. The primary contributing factor that permits offender participation is the "Pell Grant" opportunity. The Wyoming Vietnam Veteran Tuition Assistance program, the Penitentiary Tuition Assistance program, and the C.W.C. granted academic scholarships. Without these assistance programs, the C.W. C. program would not be a viable educational program for the offenders. Ninety-seven percent of the offender student body receives some form of tuition assistance to off-set the cost for this valuable contribution toward higher education.

IX. PAROLE BOARD STATISTICS

The Wyoming State Parole Board is an agency which is directed by the Governor's office. The Board consists of five (5) appointed members who meet on a rotational basis of three (3) members each hearing. These members review and determine both an inmate's parole eligibility and the amount of time an inmate will serve in the community on an approved parole program.

Inmates actually become eligible for parole consideration upon completion of their minimum sentence. There is an obligation of the parole board to review an inmate's case three (3) months prior to the expiration of the minimum sentence. Minimum sentences of five (5) or more years are reviewed at the conclusion of the first five (5) years and each year thereafter.

The following information is a summary of parole board activity during the past two years.

	<u>FY 1989</u>	<u>FY 1990</u>
Total inmates reviewed	398	452

Regularly scheduled case reviews	364	410
Special and/or unscheduled case reviews	30	49
Eligible inmates denied parole	170	125
Inmates placed on parole	75	130
Inmates paroled to new numbers or detainers	12	29
Inmates commuted	06	04
Inmates having their parole revoked	14	29

X. SUMMARY OF GENERAL STATISTICS FOR FISCAL YEAR 1990

The jurisdictional population (offenders in the Penitentiary and those dispersed throughout the various out-reach programs) as of June 30, 1990 was 1,009 offenders. There were 726 offenders in the units of the Penitentiary and 283 offenders dispersed among the Wyoming State Honor Farm, Community Correction Alternative Programs, and some offenders of whom are transferred to other states involved with us in the inter-state compact agreement. The specific statistics for the jurisdictional population is as follows:

Race

Asian	02
Black	52
Caucasian	785
Hispanic	113
Native American	57
Other.....	00

Age

16 to 18 years	13
19 to 20 years	52
21 to 24 years	156
25 to 30 years	263
31 to 40 years	331
41 to 50 years	133
51 to 60 years	51
61 to 64 years	06
65 to 70 years	03
Over 70 years	01

Marital Status

Single	495
Married	244
Divorced	231
Separated	19
Widowed	14
Common Law	06

Crime Types

Drug Related Crimes	120
Property Type Crimes	267
Parole Revocations	20
Escape Status	66
Habitual Criminals	03
Sexually Assaultive Crimes	192
General Assaultive/Violent Crimes	341

Education Grade Level of Offenders

1st	01
2nd	03
3rd	01
4th	01
5th	06
6th	10
7th	14
8th	46
9th	50
10th	101
11th	135
12th	253
G.E.D.	261
13th	35
14th	66
15th	11
16th	09
17th	02
18th	03
19th	00
20th	00
21st	01

Offenders With Prior Convictions	714
Offenders With Prior Incarcerations	502
Offenders Claiming Alcohol Abuse	608
Offenders Claiming Drug Abuse	708
(note) Some offenders claim multiple abuse of alcohol and drugs.	
Offenders Having Concurrent Sentences	310
Offenders Having Consecutive Sentences	131

WYOMING HONOR FARM
RIVERTON, WYOMING

GARY STARBUCK
SUPERINTENDENT

WYOMING HONOR FARM

Introduction

Wyoming State Statutes [25-2-102 (a) and 25-2-102 (c)] established the Penitentiary Farms (now called the Wyoming Honor Farm) and defined its basic functions:

(a) "The State of Wyoming is hereby authorized to establish, maintain and operate one or more penitentiary farms or same as needed and necessary to provide a place of confinement for persons committed to the Wyoming State Penitentiary."

(b) "All funds from the sale of products or services produced on penitentiary farms shall be credited to the Intra-Governmental Fund to pay for a percentage of the Honor Farm Program."

(c) "All penitentiary farms established as herein provided shall be operated and maintained under the general supervision of the State Board of Charities and Reform."

The Wyoming Honor Farm serves as a place where incarcerated male felons can learn to be productive in a supervised agricultural environment. The Honor Farm teaches men how to work, how to accept and live by the limits and responsibilities of a job and how to appreciate the fulfillment of completing an assigned task, plus being able to see the results of their hard work. In addition to agricultural related vocations the Honor Farm offers vocational training in Construction Trades, Farm Mechanics, Meat Processing, Dairy Herd Management, Swine Management, Beef Herd Management, and Crop Production. The Wyoming Honor Farm as an agency, encompasses more than farming or a place of confinement as stated in the State Statute 25-2-102 (a). The State Board of Charities and Reform took action on September 1, 1977 to administratively and fiscally separate farming work and work release operations from the Wyoming State Penitentiary. As an agency, the Wyoming Honor Farm supervises the statewide Work Release programs as authorized by law (7-13-717) through (7-13-726) with general supervision from the Warden of the Wyoming State Penitentiary and the State Board of Charities and Reform.

The Honor Farm is an institution which combines vocational training, a therapeutic environment, and a productive working farm operation. The Wyoming Honor Farm was acquired by the Twenty-First Legislature in 1931, and \$50,000 was appropriated

for the Honor Farm's first year of operation. Located at the northern boundary of the City of Riverton, in Fremont County, the Honor Farm totals 949 acres. In the spring of 1979, action was taken to expand the farming operations of this agency with the addition of approximately 2,457 acres of State and leased lands (480 acres school lease, 321 acres private lease from John Henry and 1,360 acres federal lease from the National Guard) directly adjacent to the Wyoming State Training School in Lander. The program at the Honor Farm is geared toward vocational training, plus utilizing production, processing and distribution of farm products, specifically cattle, swine, dairy and field crops, as a therapeutic tool which teaches appropriate work habits and allows the resident the opportunity to feel productive. The Honor Farm provides meat products, primarily for themselves and the Wyoming State Penitentiary, with other institutions (Wyoming Boys' School, Wyoming Girls' School, Wyoming Pioneer Home, Wyoming Women's Center, and Wyoming Youth Treatment Center, Wyoming State Training School, State Hospital in Evanston, and the Veteran's Home in Buffalo) receiving limited amounts.

At present, there are four houses to house staff members. There is a barn, dairy barn, butcher shop, hog house and finishing barn, construction shop, garage, welding shop, and mechanic's shop. In addition, the Administration Building, which has offices, kitchen, dining room, and living quarters for 119 residents. A new feed-mill, hog gestation shed, feedlot and Vocational Education Shop Building were added in FY 84. Solar retrofits have been added to the Modular Dorm and the Administration Building. A new dorm housing 40 men was completed in October, 1985 for a cost of \$425,000.

The Honor Farm, as of 9/01/90 has the following farm enterprises:

791 Head of Beef Cattle

285 mother cows

105 heifers

281 calves

8 bulls

112 steers (yearling)

17 horses

401 Head Swine

202 finishers

3 boars

68 baby pigs

81 wieners

17 gilts

163 Dairy Cattle

49 producing cows

63 heifers over 1 yr.

20 heifers under 1 yr.

24 bulls

Crops (Riverton)

150 acres of Corn Silage

418 acres Alfalfa

46 acres irrigated pasture

93.7 acres Sudan/Sorghum

1/2 acre garden

20.0 acres Alfalfa

(University Test Plot)

96 Head of Wild Horses

On June 23, 1988, in cooperation with the Bureau of Land Management, the Honor Farm began training wild horses for the Adopt-a-Horse Program offered by the BLM. The BLM pays the Honor Farm \$2.40 per horse/per day to groom and saddle break mustangs for the general public and the Forest Service. Thus far the Honor Farm has trained a total of 512 horses, most of which have been adopted privately through the BLM Adopt-a-horse Program.

	<u>FY '89</u>	<u>FY '90</u>	<u>Since Program Began</u>
Revenue generated	\$66,536	\$51,706	\$118,242

As of June 30, 1990 we have we have generated a total of \$118,242 in revenue for the intergovernmental fund and are currently looking to gradually expand the program in the next two years to 200 horses on an on-going basis. This has been an excellent program that has generated national and international interest to the news media. During the past two years we have had visits from the Today Show, film crews from Japan and France, three news crews from Wyoming Television Channels, as well as several articles by the Riverton, Cheyenne, and Casper newspapers. The Wild Horse Program has also proven to be an extremely therapeutic program for many residents of the Honor Farm who take a great deal of pride in their accomplishments with the horses. An average of 9 to 10 residents are employed in the program at all times.

The goal of the Wyoming Honor Farm is to produce or purchase, process, and distribute meat and vegetables to several State Institutions.

In June of 1981, the Board of Charities and Reform instructed the Honor Farm to set up to begin operating within the guidelines of an Intragovernmental Fund. Because of this directive, the following changes were recommended.

(1) The Farm's budget should be divided into two programs:

One funded by the General Fund and one funded by the Intragovernmental Fund should cover those costs which would be incurred by the State even if the farming operation did not exist. Items in this program would include food, clothing, medical care, part of the utilities and the like. The other program would include those items inherent to the farming operation such as livestock, feed, equipment and fertilizer.

This directive was followed by the Legislature when they mandated the Honor Farm to develop an Intragovernmental Fund to cover all costs of the farming operation excluding salaries. The Honor Farm has the Administrative account (001) which is all General Fund money. The Farm Account (002) is composed of General Funds and Intragovernmental Funds. Only salaries are paid by General

Funds in the Farm Account. Also at the directive of the Legislature a Vocational Educational Account (003) was developed for the purpose of starting and expanding vocational educational programs. This account is funded entirely from General Funds. These accounts were begun in FY 83, (July 1982).

(2) The Farm should be allowed to set its own price for its goods to insure total recovery of the costs incurred both directly and indirectly in the farming operation. This will establish once and for all whether the Farm is a viable operation because their goods will be in competition with those of private enterprise for quality and price.

The Legislature directed the Honor Farm to begin charging realistic prices for their products in January of 1982, and to begin depositing the money to the Intragovernmental Fund in March of 1982. These funds could not be spent until FY 83.

(3) The Farm should be separated from the Penitentiary both financially and administratively in June of 1981.

Residents placed on the Honor Farm are classified as to risk to the community by the Penitentiary classification committee, and are then screened once again by the Warden of the Penitentiary and the Superintendent, or his representative, of the Honor Farm. The policy is to assign residents to the Honor Farm in accordance with classification objectives regarding Minimum Security custody assignment. Due to the nature and variety of programs available at the Honor Farm, particular concern is given to the amount of time remaining on the resident's sentence prior to a possible release date. For example, the Farm may need residents who are serving longer sentences for assignments in the farm industries; while residents with less time to serve would be placed in training programs and/or Work Release programs. Thus, to achieve continuity in farm industry programs it is practical to have residents for longer periods of time, while a continued flow of residents through the training and Work Release programs provide for dependable transfer opportunities for residents serving lesser sentences.

At present the resident population is 118 and will remain at that level throughout FY 91.

The Work Release program was instituted in February of 1972 with the placement of residents in Rawlins, Casper and Gillette. Due to our crowded conditions, political considerations, and lack of living area, the Casper and Gillette programs were terminated during the latter part of FY 79, and the first two months of FY 80. On December 10, 1979 the Work Release program was initiated on the Honor Farm with residents working throughout Fremont County. At present there are only two Work Release Programs, Riverton and Rawlins.

During FY 90, 43 residents participated in the Work Release program in Riverton as compared to 39 in FY 87, 61 in FY 88, and 81 in FY 89. In FY 90, 34 men were transferred to one of the community alternatives programs, thus a total of 77 men participated in work release status.

Philosophy

The philosophy of the Honor Farm would be the same as the philosophy of the State Penitentiary where applicable. The general philosophy is as follows:

"Traditionally, penitentiaries have been awarded the task of separating criminal offenders from society; however, society has not often reflected upon the fact that the majority of offenders would soon return to the communities from which they were sentenced. Further contributing to this dilemma, is the fact that the prison system has been traditionally, and perhaps unintentionally, successful in teaching residents merely how to live in prison as opposed to providing skills needed for successful non-prison life. The net result of this conflict can be measured in terms of high recidivism rate and an equally high financial burden upon the taxpayer whose money is necessary for prison operation".

Considering the fact that the Wyoming State Penitentiary according to State statutes and court sentencing orders, must provide the function of security, (i.e., isolate the more dangerous criminal from society, ensure that the offender serves his imposed sentence, and provide him protection while he is incarcerated) integration into the community is not an easy task to achieve. Nevertheless, the Wyoming State Penitentiary (and Wyoming Honor Farm) further recognizes the fact that the traditional prison system does not provide, with its often debilitating resident environment and social system, the individual offender with the necessary safety precautions or protection and rehabilitative incentive. Subsequently, it is the Honor Farm's purpose to maintain, as much as possible, an environment free of criminal behavior in order that the offender may be required to exert no effort for self protection while maximum effort for self betterment.

A correctional system should be economically managed. Nobody should be held in maximum security custody who can be safely released to the Honor Farm or community supervision. Nobody should be more supervised than safety requires. The closer the confinement the greater the cost. Needless supervision wastes money. Thus, the reason for the Wyoming State Honor Farm.

The policy of the Honor Farm, developed by the Board of Charities and Reform in 1977, as to the Farm Operation Goals and Objective is as follows:

Policy:

Farm production functions are not-for-profit activities designed to provide select residents genuine farm related training and work experience. Such activities entail conduction of exemplary farming operations and the provisions of food products to other institutions under the Board of Charities and Reform.

On-farm functions are preparing the resident for a successful sojourn in the "free-world". Such activities entail a heavy emphasis on pre-release programs that capitalize on community education and treatment resources; plus screening, preparing and arranging for resident participation in State Work Release Programs.

A secondary function of this facility is to provide "protective custody" to low security risk residents who for whatever reason (legal, medical, psychological, etc.) cannot safely survive in some other penal facility.

The Mission of the Honor Farm is:

- (1) To prepare residents assigned to the Honor Farm to return successfully to community life.
- (2) To produce beef, pork and vegetables, to be sold to State Institutions at a savings to the State; plus produce milk to be sold to Western Dairyman's Cooperative Incorporated (W.D.C.I.).

The Objective is:

- (1) To reduce recidivism to the lowest possible denominator, and to help the resident become a better citizen and a taxpayer.

The Goals are:

- (1) Through the discipline of work, teach the resident good work habits.
- (2) Through production, develop a pride of accomplishment for a job well done.
- (3) Through individual and group counseling, based on individual treatment plans, prepare the resident to return to the community life.
- (4) Help develop, with the resident, a support system with family, friends, and community services to sustain him once released.

- (5) Through education and counseling, eliminate dependency on drugs and alcohol.
- (6) Upgrade skills and employment opportunities to increase self-supporting opportunities after release.
- (7) Expose the resident to community living through supervised, controlled visits and Work Release, and unsupervised furloughs.
- (8) Through limited self government, teach the resident to function within the democratic process.
- (9) Through a vocational educational system, provide basic, short term education, supplemented by supervised on-the-job training to equip the resident with a clear understanding of the assigned task and a functional vocational education.



MAJOR ACCOMPLISHMENTS

The Wyoming Honor Farm, as an agency was budgeted \$1,861,525.09 for FY 90. This included General Fund Appropriation (\$1,119,195.49.00), Intragovernmental Funds from sales of farm products (\$527,813.00), and Omnibus Land Income Funds (\$132,359.60). At the end of FY 90 there was a total of \$612.90 encumbered, and a balance of \$140,304.58.

The General Fund appropriation was divided among three (3) programs: Administration (01), Farm (02), and Vocational Education (03); and two (2) Omnibus Land Income Funds to; Connect Water Wells (070), and Form Sewer District (007).

The following table shows a visual representation of how these funds were used:

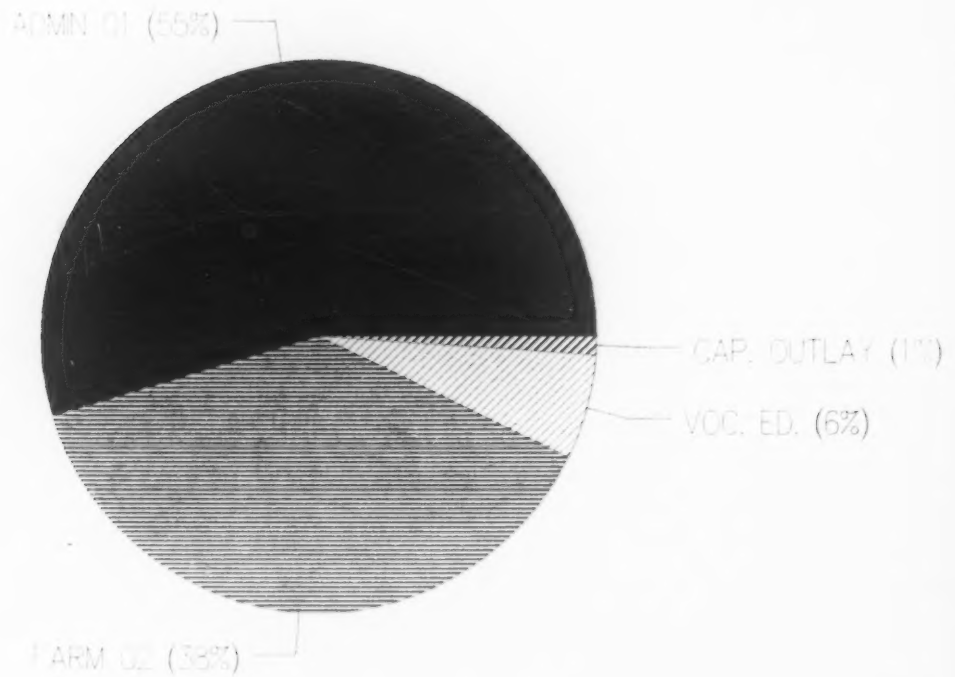
<u>PROGRAM</u>	<u>APPROPRIATED GENERAL FUNDS</u>	<u>OMNIBUS FUNDS</u>	<u>INTRAGOVERNMENT FUNDS</u>
Admin (01)	\$955,797.32		
Farm (02)	\$133,240.50		\$527,813.00
Vocational (03)	\$112,314.67		
Capital Outlay		\$132,359.60	
TOTAL	\$1,201,352.49	\$132,359.60	\$527,813.00

<u>PROGRAM</u>	<u>TOTAL SPENT</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
Admin (01)	\$952,562.07		\$3,235.25
Farm (02)	\$646,658.61		\$14,394.89
Vocational (03)	\$109,867.33	\$612.90	\$1,834.44
Capital/Omnibus	\$11,519.60		\$120,840.00
TOTAL	\$1,720,607.61	\$612.90	\$140,304.58

CAPITAL OUTLAY PROJECTS

1) Account 007, Sewer District Formation Funds: \$11,519.60 funds were spent on two unrelated projects; Refinishing of Elevated Water Tower - \$9,160.00, and Water System Improvement Project - \$2,359.60 which was combined through the State System into the same account. To date no funds were expended for the Sewer District Project as we are waiting for bid awarding by the City of Riverton.

APPROPRIATED GENERAL FUNDS



#1 on the graph is the Administration Program; this consists of administrative salaries, salaries of residents with administrative duties, housing and maintaining the residents, administrative and security costs, plus medical, work release, utilities, travel, and repair and remodeling of the buildings. Total expenditures in this program required 55.3% of the entire budget expended.

#2 is the Farm Program. Under this budget all of the salaries for the men involved in the agricultural programs come from this area, plus all costs associated with the operation of the crops, livestock, slaughter facility, wild horse program, milk production and that portion of utilities associated with those programs. The majority of these funds come from the Intragovernmental Fund, which are funds mainly generated by the sale of meat, crops, livestock, milk and training/feeding of wild horses which is generated on the Farm. Total expenditures of this program required 37.5% of the entire budget expended.

#3 is the Vocational Education Program. From this budget come the salaries for some of the Shop Industries Supervisors, and the costs associated with the educational aspects of the programs. At this time there are educational programs in Building and maintenance, Meat Cutting, Farm/Automotive Mechanics, Swine management, Dairy Management, Crop Production, Beef Management, and Wild Horse Training and Management. Total expenditures for this program required 6.3% of the entire budget expended.

#4 is all of the Capital Outlay and Omnibus funds spent in FY 90, these funds were described on the preceding page. A total of 1% of the entire budget were expended in this area.

ADMINISTRATION PROGRAM

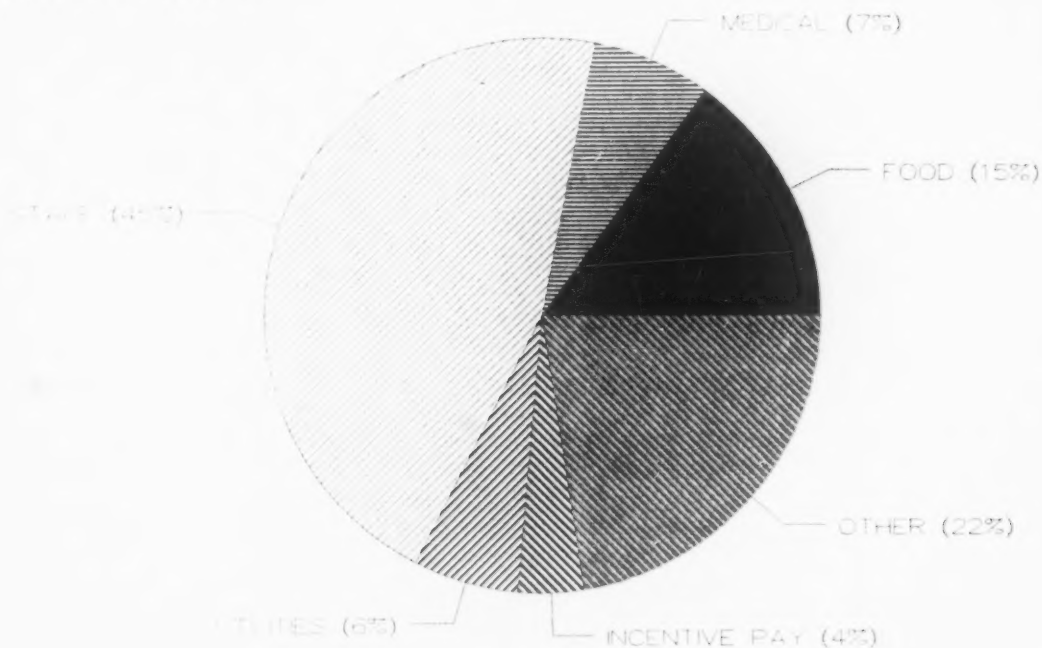
During FY 90, \$952,562.07 was spent on this program. The objective of this program is to reduce recidivism to the lowest possible denominator, and to help the residents become a better citizen and taxpayer. To reach this objective we have outlined the goals in the Introduction; but basically it means that as a state institution we will provide a community for adult convicted felons to live in a clean, decent facility which encourages them to effectively deal with the issues which caused their current situation. In addition we wish them to develop an outlook of optimism, hope, and realism regarding their future.

PERCENTAGE COMPARISON

	FY 88 (\$847,243.34)	FY 89 (\$778,214.54)	FY 90 (\$952,562.07)
Medical Costs	7%	5%	7%
Food & Food Services	15%	15%	15%
Utilities	6%	6%	6%
Incentive Pay	4%	5%	4%
Other Areas	19%	21%	22%
Staff Supervision	49%	48%	45%

This comparison shows that the cost remain close, but there were slight increases and decreases.

1990 Tax Dollar



As has always been the case, the Administration budget is primarily spent on personnel, with food costs, communication and utilities being the other major expenses.

In FY 90, 40,875 man-days were served by 221 men at the Wyoming Honor Farm. This compares to 39,925 man-days by 247 men in FY 89. This calculates to 3,406 man-days in FY 90, compared to 3,327 man-days per month in FY 89, or an average population of 111 in FY 89, compared to 113 in FY 90.

During FY 90, the Honor Farm served 221 residents; the maximum population was 119, and the minimum was 105. With a staff of 23 employees the Honor Farm managed 40,875 man-days in an open setting. Of the 221 residents at the Honor Farm in FY 90, the following table indicates their outcome as compared with FY 89.

	FY 89 247 Total	%	FY 90 221 Total	%
Paroled or Discharged (incl. Community Prog.)	62	25.1%	73	33.0%
Returned to Pen	40	16.2%	25	11.3%
Escaped	5	2.0%	7	3.1%
Remain at Farm	115	46.5%	116	52.4%
Highest Population	118		119	
Lowest Population	103		105	
Average Population	111		113	

The above chart indicates that we served fewer men in FY 90, they stayed for longer periods of time, thus the average population increased to 113. The average length of stay at the Honor Farm is now 11 months. The Farm, in FY 90, returned 15 fewer men to Rawlins because rule violations or of their own choice. Throughout the past 6 years there has been a general decline in the number men who return; in FY 83, 68 men were returned to Rawlins, 37 in FY 84, 15 in FY 85, and this was reduced to 13 in FY 86, increased to 29 in FY 87, reduced to 25 in FY 88, increased to 40 in FY 89, and declined to 25 in FY 90. Thus, the men returned to Rawlins has leveled out at between 12% and 16% per year (considering the increase in population from year to year). This was the result of a better screening process between the Penitentiary and the Honor Farm, and the active involvement of the Honor Farm Council and the Quorum. In FY 86, there were 9 men who chose to escape, this was reduced to 3 in FY 87, 5 men chose to take an unauthorized parole in FY 88, 5 men escaped in FY 89, and 7 escaped in FY 90. All but one man have been caught and are now serving extra time in Rawlins. Of the total men we have served in the past 8 years, 2% have walked away, one of the lowest percentages of walk-aways in the nation for an open institution like the Honor Farm.

COMPARISON CHART

	<u>FY 89</u>	<u>FY 90</u>
Man Days Served	39,925	40,875
Man-Days Cost/Day	\$25.85	\$27.32
Staff Supervision/Day/Man	\$15.76	\$15.55
Incentive Pay/Day/Man	\$ 1.03	\$ 1.37
Food, Food Ser./Day/Man	\$ 2.84	\$ 3.75
Medical/Man/Day	\$ 1.03	\$ 1.36
Communications, Utilities/Man/Day	\$ 1.81	\$ 1.40
Housekeeping/Man/Day	\$.52	\$ 0.58
Misc. (Repair, Maintenance)	\$ 2.84	\$ 3.31

This comparison, in order to reflect the true operation costs, could also contain the funds spent from the Farm Program, and does contain information from the Vocational Education Program. The medical costs are not realistic, because a large portion of the medical bills are paid by Workman's Compensation.

RECREATION

The recreation program of the Honor Farm includes softball teams, bowling teams, and a basketball team. There are also facilities for weight lifting and playing billiards. All of these activities are supervised by residents with staff providing supervision and transportation when traveling is required.

The Honor Farm had two slow pitch softball teams this summer, both teams playing on the Honor Farm premises, as did all the teams in the Riverton Slow Pitch League. This was an excellent program with over 100 games being played without incident.

The Honor Farm basketball team participated in the Riverton City League, and has won the class B league, but in FY 90 we did not have an abundance of talent. We look forward to a stronger year this year.

TREATMENT

Treatment is progressing at the Honor Farm, but there is still much that needs to be done. The Honor Farm has attempted to create an atmosphere where change is possible. As of July 1, 1990 we hired 3 additional counselors at the Honor Farm, thus increasing our treatment staff to 4 full time positions; a Treatment Team Leader I, two Counselor II's, and one Counselor I. At the present time we have a Violent Offenders Program, a Sex Offenders Program, a Sexual Awareness Group, several groups based on the teachings of Dr. Stanton E. Samenow addressing the "Criminal Personality", a S.T.E.P Group (Systematic Training for Effective Parenting), a Social Skills Group, a Reality Therapy Group, Alcoholics Anonymous, and Narcotics Anonymous. There is

also a Drug and Alcohol Class that is presented by the staff of the Fremont Counseling. All of the residents are required to attend 10 sessions before they are permitted to apply for Work Release. The counseling is essential to produce change, and there is a great deal of informal counseling that goes on with staff and the more stable residents serving as peer counselors with many of the residents. All of the residents are required to participate in group counseling.

The Honor Farm has established a Case Management System where each resident is tested, screened, and staffed within 30 days of their arrival at the Honor Farm. A Case Manager is assigned and the treatment plan that is created for each individual is regularly monitored. The Farm has created an environment that is conducive to developing a responsible individual who is aware of what must be done to become a member of a community, and knowing what is available to help the adjustment. In developing the environment, the primary focus has been to develop an active, functional Honor Farm Council and Quorum, the development of staff training, and the involvement of more capable residents in a supportive peer counseling program.

HONOR FARM COUNCIL AND QUORUM

The Resident Council was started in February of 1983. It included seven residents and the Superintendent. Four of these residents were elected by the resident population, and three were appointed by the Superintendent. In May of 1984 the concept and name was changed to the Honor Farm Council, and includes both staff and residents. The Council meets twice weekly, and any staff or resident who is interested is encouraged to attend the meeting. As interest increased it became necessary to have a certain group who did all the necessary paper work and met with the Superintendent and other staff, and this body was called the Quorum. At present the Quorum consists of seven or eight men who are elected by the members of the general population and confirmed by the Superintendent. The Quorum meets with the Superintendent three times a week.

This Council is responsible for advising the administration in the development of policy, and enforcing the policies once they are put into practice. This group also recommends and advocates for residents in determining whether an incident report should be considered a major rule violation, or should be dealt with in a less severe manner. Any resident that receives an incident report has the choice of appearing before the Quorum and the Superintendent, or the entire Council, or the Honor Farm staff, or they can choose to return to Rawlins for a disciplinary hearing.

The role of policing themselves and serving as a form of self government is very controversial. The residents of the Council, and especially members of the Quorum are very active in supervising and detecting any violations which may affect the population. These men have reported people drinking, using drugs, or any other violation, and then they have sat down with the people and attempted to come up with some-form of realistic consequences and program to help the individual. There is a very new role for incarcerated men to take, but it is a necessary role if they expect to learn to be responsible and maintain the freedom they have at the Honor Farm.

In order to improve the functioning and order of the program, the concept of the Area Representative was created. Each Area Rep has 3 to 10 residents that he represents, he is responsible for all of the men and their living area. Should they have a need, or a problem, he is the person they can contact to get help, he can offer the help, or direct them to someone who can help.

The Honor Farm Council Program was approved by the Board of Charities and Reform in January of 1984, and it is the most functional program at the Farm because the Council:

- (1) Provides an opportunity for the members to learn the real meaning of responsibility for themselves and others, and it teaches them the consequences of their actions.
- (2) Allows the development of a true community concept with a democratic self government by their peers.
- (3) Creates a system by which the residents have constant contact and access to someone who can produce change.
- (4) Develops a true sense of communication and cooperation between staff and residents by creating an environment which has horizontal communication, person to person, as opposed to the typical vertical communication, which is superior to inferior.
- (5) Allows the Honor Farm to have less Security staff, but still provides the supervision necessary to limit the majority of the violations that are usually impulsive.

The staff and residents continue to develop more communication, and the majority of the staff accepts and supports the concept, plus they realize the benefit to them. At times some residents resent the system because of the old con concept of "do your own time". It is no longer possible to do your own time, and thus it is no longer easy to circumvent the system. The focus of the Council is to keep everyone involved and informed.

A complete set of records of all meetings, activities, and policies, is available to be examined. All new residents are given an orientation of three days, plus are assigned a sponsor to help them understand the system. They are instructed in all

of the policies and expectations, plus they are introduced to all of the staff who explain the various programs and schools.

The Council/Quorum concept will continue to grow; there will be mistakes; people who return to Rawlins will communicate negative reports, but it will continue to teach people that there are responsibilities to belonging to a community, and that the more responsibility one assumes, the more freedom that person and the entire program will have within the limits of the law. This program is the primary reason the attitude at the Honor Farm is so positive, there have been few escapes, and the work, general cleanup, and production has greatly increased, plus the level of cooperation is improved.

EXCURSIONS

By a policy approved by the Board of Charities and Reform, residents of the Honor Farm are allowed to go on staff supervised excursions to the movies, dinner, shopping, fishing, swimming, etc. This is very much a part of the treatment and philosophy of the Honor Farm because it allows a resident the opportunity to interact in a near normal situation in the community, and it poses no security risk or threat to the community. This program is closely supervised and the residents are required to contribute something extra to the Farm in order to earn the right of going on an excursion. There is a form that must be signed by job supervisors, security, group leader, and area rep in order for the man to be able to participate in the program.

FURLOUGH PROGRAM

In July of 1983 the Board of Charities and Reform authorized the adult correctional facilities to begin granting unsupervised furloughs to men who were on Work Release and thus within 6 months of their minimum release date. In January of 1984, the Wyoming Legislature authorized furloughs with a new law, 7-13-728.

The present furloughs are now granted to men who are within 6 months of their minimum release date. They are eligible to request a 3 hour unsupervised furlough the first month, 6 hours the second month, 24 hours the third and forth month, and 48 hours the fifth and sixth month. Once they are have an exact discharge date through parole or discharge, they are eligible for 10 day furloughs the last 45 days of their confinement. Each participant is required to have to have a sponsor (wife, parent, friend, etc.), and the resident is required to complete an application which specifies location, time of leave, make of vehicle and a complete agenda of all activities and locations. This form is presented to the Honor Farm Quorum for their review with the Superintendent granting final approval. The application is similar to the excursion form in that staff supervisors, security, and the area rep have the opportunity to approve or deny the furlough before it is presented to the Quorum. Once

approved, the local law enforcement are provided a form which specifies the name, location, make of car, and time of the furlough. Furloughs for communities other than Riverton are also possible, in these cases the sponsor is required to pick them up and return them, and the concerned law enforcement agencies are notified by phone and mail.

This program has been very successful, and has had a very positive effect on the attitude of the men participating. Upon returning from furloughs the men are required to fill out a questionnaire regarding what transpired, how they feel about the program, and what they like or dislike about the program. They usually do this with a Security Officer or their case manager.

Comparing FY 89 and FY 90:	<u>FY 89</u>	<u>FY 90</u>
1. Total number of hours spent on furloughs:	45,846	19,619
2. Total number of furloughs taken:	421	397
3. Total number of men who participated:	309	251

During the sixth year of existence the Furlough Program continues to be a success. Since the program began in 1983 there have only been four infractions involving alcohol, and these men were granted no other furloughs. There were no violations in FY 90.

In June of 1987 this program was expanded to include all residents of the Honor Farm once they have been at the Honor Farm for at least 6 months. The program began very slowly, being limited to a maximum of 48 hours every 3 months, but because of it's tremendous success was expanded in June of 1990 to a maximum of 72 hours every 3 months. Once an inmate is within 6 months of the minimum release date they are eligible for the regular furlough hours each month. 160 Family Furloughs were granted in FY 90.

The Furlough program is very important in the treatment aspect of the Farm, and since the program began there have been 1,638 men take 159,358.5 hours of furlough with only four violations. Men who are off the Farm for more than 24 hours are required to call in daily at their own expense.

Thus in Summary:

1. It is an excellent program, this year we had 251 men take 397 furloughs for a total of 19,619 hours.
2. The eligibility has been extended to all men who have been at the Honor Farm for at least 6 months to be able to spend limited time with their families.

It is noted that all furloughs are subject to review by the Honor Farm staff, Quorum, and Council, and must be approved by the Superintendent. Furloughs are a privilege, not a right. If there is any question about a man's possible conduct he is not granted the furlough.

RECOMMENDATIONS AND PROBLEMS

- (1) The Honor Farm averaged 113 residents per month during FY 90, up from 111 in FY 89. Due to the overcrowding in the correctional system in Wyoming we will average 118 during FY 91 which is our maximum population. We have "made room for" additional inmates during the past two years yet have reached a point where we cannot expand any further without additional facilities and staff.
- (2) Living conditions for 2/3 of the inmate population are deplorable. The modular dormitory is a maintenance nightmare in constant need of repair. The overcrowding at the Penitentiary has impacted the Honor Farm to such an extent that it is no longer possible to provide adequate living conditions for the majority of inmates.
- (3) The kitchen/dining room facilities, visiting space, and laundry are inadequate. The dining room has seating for 60 people and the kitchen was designed to cook for a population of 25. The laundry is small and not equipped to serve a population of 119 inmates. The Quorum have purchased a washer and dryer that is used by the inmates for a small charge. The dining room is used in the winter for a visiting center as the Honor Farm has no facilities for inmate's families to visit.
- (4) With the expansion that has occurred over the past 6 years we have no existing storage space for commodities, lawn equipment, property room, etc. Every available nook and cranny has been used and there is no room left for additional storage needed for an increased population.
- (5) Thus, a three year plan to address the above issues is recommended:
 - * FY 91 - construct a new 56 man dormitory similar to the one built in 1985. Since 1985 the new dorm of steel construction with individual rooms has been well cared for by the inmates and we have had very little maintenance expenditures for the facility. We have had zero incidents of vandalism in six years, the rooms are quiet, well lit, every two rooms share a small bathroom. This dormitory would be built with the use of inmate labor working for a project manager and when finished would require little maintenance. Cost for this facility is approximately \$650,000.
 - * FY 92 - tear down old modular dormitory and build a new kitchen and dining room facility with adequate equipment and seating for a population of 152 inmates. Approximate cost of project: \$475,000.

- * FY 93 - construct a second 56 man dormitory, use existing dining room and living quarters in the Administration Bldg. for a visiting center and badly needed office and storage space.

FARM PROGRAM (02)

Objective: To produce beef, pork and vegetables to be sold to State Institutions at a saving to the State; produce milk to be sold to the Western Dairyman's Cooperative Incorporated; maintain and train wild horses in cooperation with the BLM.

BCR Policy: Farm production functions are not-for-profit activities designed to provide select residents genuine farm related training and work experience. Such activities entail conduction of exemplary farming operations and the provisions of food products to other institutions under the Board of Charities and reform.

Since July 1, 1982, the Honor Farm has been functioning under an Intragovernmental Fund. All the products are sold at a little below market price so that the farming program will pay for the majority of its operation. This was recommended for several years and has proven to be an excellent concept.

The residents placed at the Farm do not usually become farmers, but they do learn the expectations of work, and what is expected; the fact there is a time one begins work, one must follow instructions, must complete tasks, and there is a time to quit work. Another plus is the fact the Honor Farm must operate within the funds we are able to earn through the Intragovernmental Fund. This contrasts the concept of many institutionalized people that the State has unlimited funds and can pay for everything. The residents soon learn if there is waste or poor management it is reflected in their pay because of the limited funds. The Honor Farm only spends funds on the agricultural programs that have been generated through the sales of the products raised on the Farm.

The Legislature directed the Honor Farm to begin depositing to the Intragovernmental Fund in March of 1981. The results of the Intragovernmental Fund (06) for FY 90 are as follows:

<u>REVENUE</u>	<u>FY 89</u>	<u>FY 90</u>
Balance in Fund 06 from prev. FY	\$ 6,229.32	\$ 7,799.36
Total Funds Paid to Fund 06	\$412,619.44	\$560,655.41
Funds transferred to Fund 00		\$ 49,494.00
Funds transferred to Fund 01	\$411,049.40	\$513,607.93
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Ending Cash Balance	\$ 7,799.36	\$ 5,372.80
Value of Products Traded to Wyoming Boys School for grain	\$ 13,064.20	\$ 13,399.80

Expenditures FY 90

Personal	\$204,088.31
Supportive	\$301,937.53
Resale	\$139,917.56
Prof. fees	\$ 715.21

TOTAL	\$646,658.61
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Balance in Fund 06 FY 90

Revenue	\$513,607.93
Approp.	\$133,240.50
Expended	(\$646,658.61)

BALANCE	\$ 189.92
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The Farm Program was appropriated a total of \$661,053.50 of which a total of \$133,240.50 was General Funds and \$513,607 was generated through Farm Agricultural Programs. In previous years the Farm has been forced to request the use of an Accounts Receivable to maintain operating capital due to outstanding accounts owed to the Farm Programs. During FY 90 management practices were modified to operate within the cash flow structure. Under this structure the Farm was able to increase revenues but stay within net spending availability.

FARM PRODUCTION

Farm production revenues were once again up in FY 90. Improved staff technical and management skills, along with controlled program expansion contribute to this increase. The Honor Farm has one Farm Manager, one Management Assistant, and six Shop Industries Supervisors. The Farm Manager is in charge of overall management of all enterprises, and the Management Assistant is responsible for farm records, budget accountability for Fund 06 and Fund 01, Account 02. Five Shop Industries Supervisors are responsible for the following; one supervises the Cattle Enterprise, one supervises Crop Production, one supervises the Dairy Enterprise, one supervises the Slaughter Enterprise, and one for the Wild Horse Program. The sixth Supervisor has the Swine, Sheep and Vocational Shop areas. There is good cooperation between all areas, and in selecting replacements for these positions we are looking for well rounded men to be able to have a team concept. Each supervisor is cross trained to handle one or more different areas throughout the Farm.

The University of Wyoming Extension Section of the College of Agriculture continues to bring specialists each year. They continue to advise in the planning, and they are very pleased with the progress. Dr. Al Gale is the leader of the team. In September of 1988 the Honor Farm entered a cooperative agreement with the University of Wyoming which formalized the agreement we have had, and made the Honor Farm part of the University's experimental station program. This program has proved to be valuable for both the University and the Honor Farm.

In FY 90 the Honor Farm had the following:

791 Beef Cattle	438 acres Alfalfa
401 Hogs	150 acres Corn Silage
163 Dairy Cattle	93.7 acres Sorghum/Sudan
96 Wild Horses	1/2 acres Vegetables
	2,457.0 acres Pasture Lander

Management is improving, there are complete records on all of the enterprises. Breeding is greatly improved, all feed rations are balanced. We are still building our beef herd, thus we slaughter fewer animals.

Production Sales Comparison:

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 90</u>
BEEF	93,806 LBS	103,713 LBS	101,809 LBS
PORK	36,824 LBS	57,078 LBS	69,075 LBS
LAMBS	270 LBS	6,269 LBS	0 LBS
VEGETABLES	7 TON	7 TON	7 TON
HIDES	257	194	250
MILK	79,668 GAL	75,052 GAL	69,420 GAL
WILD HORSES	128 HEAD	256 HEAD	280 HEAD

The total revenue generated from sales of these and other programs in FY 90 was \$530,238.72 compared to \$412,619.44 in FY 89, a \$117,619.28 increase in revenue.

<u>MEAT SALES IN FY 90</u>	<u>BEEF</u>	<u>PORK</u>	<u>REVENUE</u>
PENITENTIARY	46,497.0#	17,227.4#	\$ 71,471.14
HONOR FARM	14,831.9#	16,662.1	39,087.14
WY BOYS SCHOOL	8,417.1	2,618.0#	13,319.43
PIONEER HOME		65.0#	52.85
YOUTH TREATMENT CENTER	1,806.2#	2,205.3#	5,669.98
WY RETIREMENT CENTER	360.0#	67.9#	530.45
WY TRAINING SCHOOL	12,382.2#	15,980.7#	33,060.63
WY VETERAN'S HOME	2,350.0#	900.0#	3,420.50
WY STATE HOSPITAL			0.00
SHERIDAN GIRL'S SCHOOL	1,400.0#	505.0#	2,307.45
EMPLOYEE MEAT SALES	10,488.9#	12,844.3#	29,347.33
SOUTHWEST HIDES	250		11,541.00
MISC LAMB			302.20

TOTAL PRODUCT SALES	101,809.0#	69,075.8#	\$214,322.12

There were six (6) major program areas in the Farm Operation in FY 90.

(1) MEAT PLANT: We continue to supply beef and pork products to many state institutions and in FY 89 were granted permission to sell meat products to State Employees. This program has been underway for 15 months and has been well received by those involved.

During FY 90 the meat plant processed the following: (Value based on carcass price)

Beef	185 head	101,809	lbs.	\$102,707.98
Pork	445 head	69,075	lbs.	\$ 98,678.57
TOTAL	630 head	170,884	lbs.	\$201,386.55

The meat shop purchased 186 Beef Animals at for \$115,025.05. This program has 10 to 15 residents and full-time qualified Vocational Instructor, who is a trained Meat Processor.

The Meat Plant continues to work with U.W. on projects concerning feeding and slaughtering and processing of animals. We presently have 120 steers on feed at the U.W. Feed Station in Powell. These plants will be sold at fair market value in FY 91. Although there are no major problems associated with the physical condition of the meat plant we do have plans to build more cooler space and a bigger processing room within the next 5 years.

The Meat Plant is a vital part of our Vocational Education program, and we are in the process of revising the curriculum. The Instructor is a very capable man, and besides teaching the men the meat trade, he has also taught them about life and the responsibilities of working in a plant. Upon leaving this program the men are able to find employment in the meat trade.

(2) DAIRY PROGRAM

The Dairy operation continued to do well in FY 90. We now have a herd of 163 animals. This number has increased by 64 animals from a year ago. The increase is a result of the purchase of 47 head from the University of Wyoming this past spring.

Of the 163, 49 are currently being milked with 84 dry animals at this time, including heifers. We have 22 heifers of breeding age that we are using A.I. on that will come into production next summer. By the early 1991 (January) we plan on increasing our milking herd to around at least 60 animals. By 1992 we will have a milking herd of 100 mature animals. This is based on an increase of 25% per year.

In August of 88 we slaughtered our herd bull due to his declining health. Since that time we have used artificial insemination totally on both our mature cows and first calf heifers. This affords us a much wider genetic base to select from. Also, we do not have the problems associated with having a bull such as keeping him isolated and have reduced the risk of serious injury to any person. We feel that by an individual mating of each

animal we can concentrate on the quality traits that will enhance that animal.

In December of 1988 we purchased 4 registered heifers from a prison dairy in Wisconsin. These were all bred and have since had calves that are now registered, totally 31 registered heifers. We will continue to work to develop an entire registered herd by FY 93.

The over-all health of the herd continues to improve with only one case of chronic mastitis in FY 90. This has been accomplished by both stringent sanitation practices and going from a total to a semi confinement environment. We now utilize some of our adjoining pasture as a lot to house the animals. This keeps them much cleaner and enhances over-all health.

In the summer months we practice intensive grazing with all our Dairy animals. The lactating cows are strip grazed on alfalfa and the remaining animals are pastured on parcels of land between fields and along roadways. In addition to reducing feed cost, this practice has helped control weed problems and improve the over-all appearance of the Honor Farm. We will continue this practice and did buy additional sheep to use for grazing purposes in FY 90. This is an excellent program.

As the size of our herd grows we will explore the possibility of processing milk on the Honor Farm premises. This would be distributed to other state institutions. This would not be accomplished until our herd has reached substantial numbers and we have constructed a processing facility.

The Dairy will continue to grow and improve. It will be a place of learning for the residents and a source of revenue for the Honor Farm.

During FY 90, the sale of calves and 8 holstein steers generated \$2,884.08 and \$72,805.12 from sales of milk to Western Dairyman's Cooperative Incorporated was generated.

Gross revenue from the dairy was \$75,689.20 for FY 90. This program has 9 residents and a Farm Production Supervisor operating it at all times.

Goals and Projections For the Dairy

1. Continue to increase animal numbers to include 100 animals milking at all times.
2. Have a totally registered herd by FY 93.
3. Attain 20,000# average milk production/per cow/per year.

4. Decrease the number of dry cows in the herd, not to exceed 25% at any given time.
5. Construct loading sheds for milking herd to include adequate bunk space.
6. Upgrade milking parlor from stanchion type to parlor to improve time efficiency and improve safety.
7. Determine feasibility of processing room to include bottling facilities enabling further service of state institutions.

(3) SWINE PROGRAM

This program has continued to improve in FY 90. During FY 90 we the breeding sows have been reduced to 46 enabling 4 residents to intensify management of a total herd size of 332. In FY 90 we slaughtered 69,075 lbs. of pork for sale to State Institutions generating \$98,678.57 in revenue. This represents an increase of 11,997 lbs. of pork being produced over FY 89 and an increase of \$27,902.00 in revenue.

At the present time we are generating more pigs per litter, more litters per sow, and more intensive education for the residents assigned to this area.

Improved operations in the Swine program are a result of the following management practices followed during FY 90:

1. Continued training provided to residents in methods to increase the number of pigs weaned.
2. Close work with the University Extension to improve the functioning of the operation.
3. A much closer communication with the Meat Plant to schedule hog kills to prevent over finished hogs.

At present this program is staffed by 8 residents and the Vocational Instructor who is also responsible for the Honor Farm vehicles, the Mechanics Shop, and the sheep herd.

(4) BEEF PROGRAM

Cash Revenue Generated: \$102,707.98

This represents a \$6,605.78 increase in revenue over FY 89.

This program is a cow/calf and feedlot operation staffed by one full time Vocational Educator and 6-8 residents. Our present cattle herd of 682 head, the majority of which is pastured for

the summer at Lander. 75 pairs of cattle were summered in Evanston on the Bear River. The cattle in Evanston and Lander are returned to Riverton for the fall and winter months. We have 250 head of mother cows that will produce calves in February 1991, with projections to have 395 mature mother cows by February 1993, and by 1995 we would like to have 500 mature mother cows at which point we would level and maintain. At this level, based on current market prices and an average calf weight of 500 pounds, the calf crop of these cattle will generate approximately \$168,750.00, if they are sold at the end of the weaning period.

During FY 90, 290 calves were produced for a calving rate of 98%; the program also produced 112 head for slaughter. The dollar value of our present inventory is approximately \$251,000.

We are involved with the University of Wyoming in a steer finishing program for the fourth year. We have provided 110 steers to the U. W. Experimental Station located in Powell, who will provide manpower and feed in order to finish the steers to a market weight of 1,100 lbs. The University will receive payment for costs in live animals with the Farm retrieving the remainder to sell or slaughter. In November of this year we will send approximately another 110 steers to Powell to begin our fifth year with this program.

(5) CROPS PROGRAM

The base unit of the Wyoming Honor Farm at Riverton produced 920 ton of alfalfa from 320 acres that includes about 54 acres leased from Henry Schmidt, our neighbor adjoining us on the Southwest corner of the farm. Henry Schmidt's share was 55 ton. 380 ton of oat hay was produced from 150 acres of newly seeded alfalfa that had an oat cover. 3,500 ton of silage was produced from 150 acres of corn. The 3,500 ton includes about 300 ton of silage from a very marginal crop of Sorghum Sudan grass grown in 40 acres of alkaline soil.

A cool late spring again this year delayed the alfalfa crop from reaching bud stage until early July when the first cutting was made. The second cutting was finished in mid August which delayed the third cutting until late September. About 1/2 of the tonnage for the third cutting was baled, the other 1/2 will be grazed with livestock throughout the fall and winter. The dairy herd and a small band of sheep have done a good job grazing some uneven land and ditchbanks that would have been impossible to harvest mechanically. A herd of hogs also grazed another small field that had been hard to harvest mechanically in the past.

Weed control continues to hold a high priority in our management plan. We are in the beginning stages of installing an intensive grazing program at the Honor Farm in order to utilize livestock to control weeds with a minimal use of herbicides. We will concentrate on this plan during FY 91.

The Honor Farm in cooperation with the University of Wyoming purchased a sideroll sprinkler system in FY 90 that irrigates a 20 acre field just west of the building site. This system has proven to be an asset by making the best economical use of available water and by driving down the salts in the high alkaline soil.

The University, the Extension Service, the Irrigation District, and neighbor farmers as well as our own management team believe a sprinkler system on some of our alkaline, wet soils would help bring these marginal soils back into a more productive state. The Honor Farm has worked closely with the University and has benefited from their expertise. We hope they too have benefited from their association with the farm as we expect to continue the relationship. The University is currently conducting test plots of alfalfa and small grains under the new sprinkler system. This type involvement has been very beneficial to our vocational education program as well as for community public relations.

An additional 80 acres of land was added to the Honor Farm by purchasing the Forbis farm, located in the Northeast corner of the Honor Farm property. In addition, 25 acres of land that belongs to Fremont County will be maintained by the Honor Farm in exchange for the hay produced from that 25 acres.

Goals for FY 90 include:

1. High emphasis on weed control via intensive grazing of livestock, minimal chemical herbicides, and mechanical means.
2. Cover drain tile in some of the open drains that are currently an eyesore and a source of weed infestation.
3. Continue to explore purchasing additional sprinkler system to alleviate the alkaline problem that exists on a significant acreage of Honor Farm land.
4. Upgrade hay harvesting equipment via the purchase of a new swather and other pieces of machinery.
5. Continue to enhance excellent relationships that the Honor Farm enjoys with the University of Wyoming, Central Wyoming College, the Fremont County Extension Service, Weed & Pest, and the Soil Conservation Service.

(6) WILD HORSE PROGRAM

Revenue Generated:	\$54,815.70
Approximate Number of Horses Involved:	173
Number of Residents Involved:	34

This program was developed in late FY 88 in cooperation with the BLM Office in cheyenne and Rock Springs. The program maintains an average of 70 horses at the Honor Farm continuously and involves from 8 to 10 residents with one full time Vocational Educator. The horses are trained to lead, ride, to and to remain stationary for shoeing and trimming. They are also trained to load and unload in a trailer. A portion of the horses are also trained for packing and driving. All horses are trained with non-restraint methods approved by the BLM and Wild Horse Advocates.

The residents involved in training learn to understand horse psychology which involves patience, communication, and cooperation with the horses. The residents realize a tremendous sense of accomplishment when they can see the effects of their training.

During FY 90 the Farm has expanded training in this program by purchases of videos on the Jeffrey Training Method and by professionals such as Richard Shrake. Also, the entire Horse Crew attended a Ray Hunt workshop in Thermopolis on non-resistive training methods and another workshop is scheduled this November with trainer Steve Meekum.

On June 30, 1990 an Open House Adoption was held at the Honor Farm. 41 horses were adopted through private adoptions. The BLM and the Honor Farm consider this a very successful event.

In FY 89 residents of the Wild Horse Program became involved in trail maintenance in cooperation with the U. S. Forest Service, in which they were able to ride and pack horses they had trained into Sinks Canyon National Park for two weeks. During this time the residents learned and performed basic trail maintenance which benefited both the resident and saved the Forest Service valuable manpower. This pilot program was so successful that it was expanded to Pinedale and Big Piney Forrest Service Districts in FY 90.

Expansion during FY 90 also included training wild horses for the Forrest Service. This past year 17 horses were trained and are presently being used in several districts in the state.

(7) OUTSIDE HORSE PROGRAM

Total revenue generated:	\$ 6,464.16
Farm (06) Received:	\$ 3,143.81
Resident Received:	\$ 2,988.31
Inmate Welfare Received:	\$ 332.04
Number of Residents Involved:	17

Program charge is \$140.00 per month of training, of which \$60.00 is paid to the resident, \$10.00 to Inmate Welfare Fund, and the remaining \$70.00 is retained by the Farm for feed and facility use. We did expand the program further to allow for feeding and stabling of horses when requests were made by county and City Agencies requiring facilities for temporarily impounded horses.

Residents that participate in this program are required to have been at the Farm for a minimum of 90 days, be qualified to train horses and must provide their own tack. A Resident must complete his daily assigned farm duties prior to working with outside horses.

This Program benefits both the public and the farm resident, in the case of the resident it gives them a chance to see their work appreciated, plus earn a little extra money to save for when they are released or to purchase extra items while at the Farm. Due to manpower requirements in different areas of the Farm, this Program was suspended in January 1990. Future plans to reinstate this program are pending.

OVERALL FARM GOALS FOR FY 90 and OUTCOME:

1. Continue to upgrade record keeping on central computer. FARM RECORDS ARE NOW COMPLETE, SYSTEM MAINTENANCE IS ON-GOING.
2. Continue crop rotation for maximum production and to explore alternative crops under the direction of the University of Wyoming. IN PROCESS.
3. Expand intensive grazing program to capacity at the Riverton operation. Approximately 120 additional animals for the project. USED PRIMARILY DAIRY CATTLE FOR PROJECT. INTENSIVE GRAZING PROJECT SUCCESSFUL.
4. Expand BLM Wild Horse Program to maximum production. HAVE INCREASED CONTRACT WITH THE BLM TO 100 HORSES, WILL CONTINUE TO EXPAND TO POSSIBLE MAXIMUM OF 200.
5. Continue to develop a better irrigation system through the use of side roll sprinklers and center pivots. UNABLE TO ATTAIN FUNDS FOR ADDITIONAL SPRINKLERS.
6. Continue to explore new opportunities with the Wyoming Department of Agriculture and the University of Wyoming School of Agriculture. ON-GOING PROJECT.
7. Develop a comprehensive plan for land improvements at the Honor Farm in order to reclaim 188 acres of non-productive land at the Honor Farm. DID DEVELOP PLAN, UNABLE TO OBTAIN FUNDING FOR THE PROJECT.

8. Acquire additional land base for the institution not to exceed 160 acres. OBTAINED ADDITIONAL 80 ACRES OF LAND VIA PURCHASE OF LAND IMMEDIATELY ADJOINING HONOR FARM PROPERTY.
9. Explore the possibility of grazing cattle on the State land associated with the Wyoming State Hospital in Evanston. OBTAINED LEASES AT STATE HOSPITAL, USED LAND THIS SUMMER FOR GRAZING OF HONOR FARM CATTLE. 1,600 ACRES.
10. Expand beef cattle operation to utilize additional land base. DID NOT EXPAND CATTLE OPERATION.
11. Establish State Employee meat sales throughout Wyoming. ESTABLISHED STATE EMPLOYEE MEAT SALES, REVENUE FOR FY 90 = \$29,347.33.

OVERALL FARM GOALS FOR FY 91:

1. Utilize 100 head of sheep on Honor Farm property to enhance intensive grazing philosophy for weed control with minimal use of herbicides.
2. Enhance cosmetic appeal of all Honor Farm property via use of intensive grazing, new pipe rail fence around perimeter of Honor Farm, and new internal fencing where needed.
3. Construct new fences, concrete gates in all irrigation ditches, and new working pens on the Lander Lease.
4. In March of 1991 assume full administration of production responsibilities at the State Leases in Worland at the Boy's School.
5. Determine the feasibility of creating a drug and stock dog facility at the Honor Farm.
6. Purchase a new swather for alfalfa hay production.
7. Determine the feasibility of creating a full production enterprise in the Honor Farm Dairy to include pasteurization and bottling facilities.
8. Determine the feasibility of purchasing an additional 50 acres of land adjacent to Honor Farm property.
9. Determine feasibility of expanding cooler space in Honor Farm Meatcutting facility.
10. Continue to seek funding for drain tile and sprinkler system in order to improve 177 acres of non-productive agricultural Honor Farm land.

VOCATIONAL EDUCATION PROGRAM

The Honor Farm had a budget \$112,314.67 for this program, of that amount only \$109,867.33 was spent in FY 90. The majority of the budget is for the three staff; the Vocational Education/Treatment Program Supervisor, a Vocational Instructor for the Mechanics Shop and Swine Management, and the Meat Plant Manager. The goal of the Honor Farm Vocational Education program is to provide a general all around education to the residents. In addition to the above instructors, there are four other Vocational Educators in the following areas: Construction Trades, Crop and Range Management, Maintenance, and Livestock Management. During the winter months the various instructors present one hour seminars on a daily basis. These seminars are on all of the various aspects of working in the agricultural area. In addition we are working on developing a complete curriculum for each of the areas so that a resident can learn the technical knowledge that goes with the practical experience of working on an operating farm.

The particular overall objectives and goals which are the focus of the Vocational Education Program are:

Objective: To reduce recidivism to the lowest possible denominator, and help the resident become a better citizen and taxpayer.

- Goals:
1. Through the discipline of work, teach the resident good work habits.
 2. Through production, develop a pride of accomplishment of a job well done.
 3. Through individual counseling and individual treatment plans, prepare the resident to return to the community life.
 4. Upgrade skills and employment opportunities to increase self-supporting opportunities after release.
 5. Expose the resident to community living through supervised controlled visits and Work Release.
 6. Through a vocational education system provide basic, short term education supplemented by supervised on-the-job training to provide the resident a clear understanding of the assigned task, and a functional vocational education.

The purpose of the Vocational Program is to develop programs that will allow any individual resident the opportunity to feel a part of the work community, and to be a useful contributing member of the society. The programs will maximize the opportunity for a resident to pursue his interests in academic or vocational

fields, and allow the resident the opportunity to reach his potential as a human being.

Vocational Education at the Honor Farm is to provide an accredited and comprehensive program to meet the resident's needs. This includes the following classes and goals:

- (1) Construction Trades;
- (2) Meat Processing;
- (3) Crops and Range Management;
- (4) Livestock Management;
- (5) Farm Mechanics;
- (6) Telecourses Offered Through Central Wyoming College;
- (7) On Campus Courses at CWC;
- (8) Institution Maintenance.

The classes are scheduled to allow the resident flexibility for combining employment and training. Accurate records need to reflect the resident's educational achievements toward relevant employment in the community. The Honor Farm has the unique ability to simulate a community, and the educational component is designed with the idea of providing the following:

- Job related skill training
- Apprenticeship training when possible
- On-the-job training
- Prepare the resident for more advanced training when possible

INDIVIDUAL PROGRAMS

(1) CONSTRUCTION TRADES: This program will train from 10 to 15 residents every 9 months. A complete curriculum has been supplied. This includes instructional videos on painting, structural framing, drywall, power tool safety, finish carpentry and advanced power tool techniques. During FY 90, 21 men were involved in the Construction Program, each man being trained in a specific area of interest and completing the above mentioned curriculum. The combination of the study program and the hands on experience have resulted in many satisfactory improvements to the farm. The construction crews have completed or are involved in the following:

- a. Painting of the exterior of the modular dormitory, rostrum in Administration Building hallway, bathrooms in new dormitories, ceiling in slaughter house office, painting of all corrals at the horse enterprise and painting of walls in hallway of Administration Building basement.
- b. Constructed furniture, including bookcases for Superintendent's office, cabinets for secretaries, portable file case for Parole Board, new layout table for the Honor Farm Newspaper, table for bookkeeping and replaced doors on cabinets in one of the staff houses.

- c. Constructed 6 new holding pens and 2 new round corrals at the Wild Horse enterprise.
- d. Constructed crossbucks and depredation fence for Game and Fish. Constructed new handicapped camping sights for the Forest Service.
- e. Miscellaneous repair jobs, including replacing windows and screens, repairing or replacing doors and closures and replacing flooring (carpeting and linoleum) in various buildings.

(2) MEAT PROCESSING: This program will train 9 to 12 men every year (anticipated minimum). Upon completion of this program, the resident is qualified to be an apprentice Meatcutter.

During FY 90, there were 41 men in the Meat Shop. The instructor is a man with over 20 years experience in the meat business, and the focus has been on-the-job experience. All areas of meat processing are covered, including slaughtering, processing, cutting, wrapping, storage, stuffing, smoking meat, etc. This is now a Federally Inspected Meat Plant because of an cooperative agreement the Honor Farm entered into with the Department of Agriculture, the Wyoming Wool Growers, and Designer Foods of Penn. for the processing and sale of Wyoming lamb out of state. Some remodelling was required, and this cost was paid by the Department of Agriculture. The special cutting of the lambs has added an additional training component to the Vocational training. The lamb project, begun in FY 88 ended in FY 89. The meat plant is still federally inspected daily.

(3) MECHANICS (FARM): This program had 30 men involved in FY 89. The focus of the program has been preventive maintenance, and the trouble-shooting that is so necessary in a farming operation. The shop is beginning to have an adequate supply of tools, and several men have been provided the opportunity to repair their own vehicles, and this program has grown to include formal instruction in auto/diesel mechanics and welding.

(4) CROP MANAGEMENT: This is the fourth year of this program, and there were 15 men involved. They were involved in the preparation of the soil, the planting, the fertilization, the use of pesticides and herbicides, and the harvesting of Oats, Corn silage, and Alfalfa. In addition they are presently involved in the Fall plowing. Complete records were maintained on all of the crops.

(5) LIVESTOCK MANAGEMENT: This program involved 18 men, and included such areas as the hog barn, the dairy, and the beef herd. The instructions in these areas were limited to formal, classroom instruction, but the men did learn about feed rations, about the care of the new born, record keeping, and the cleanliness that is necessary in the dairy and hog operations. The programs are becoming more effective, because the farm is

becoming more efficient. It is difficult to keep the people in the formal classes because of real life farm crises that occur on a regular basis, but there is a great deal of informal instruction. Workshops on Artificial Insemination, Horse-shoeing, and pregnancy testing have all become a regular part of instruction.

In addition, during FY 90 there were 10 men who attended classes at CWC on a full time basis. These men were approved by the BCR, and overall they did an excellent job. These men pay all of their own costs, and the Honor Farm does have a program where they can lend them money for tuition and books. The men transport themselves to and from school.

During FY 90, this area was appropriated \$112,314.67 of that amount \$109,867.33 was expended. The majority of the budget is expended for three staff salaries in the Vocational/Education Area.

PROBLEMS

- Maintaining interest in classes.
- Scheduling classes so as not to conflict with work or visiting.
- Developing educational plans the men can complete no matter where they are.
- Costs of books, tools, and supplies.
- TIME.
- Providing varied, useful educational programs.
- Getting an adequate number of men interested in college classes to be able to hold classes at the Farm.

GOALS AND CONCERNS

1. Develop Individual Education Plans for each resident.
2. Continue to evaluate participation to determine the most effective, productive educational system.
3. Develop more interest in classes offered through telecommunications and classes offered by Central Wyoming College on the Honor Farm premises. In FY 90 we added 3 courses offered by Central Wyoming College on Honor Farm premises.
4. Program has been expanded to include agriculture programs in the dairy, swine, crops, and beef. These programs will include the use of a computer in these areas.
5. Training of Wild Horses has been added, and curriculum on the training and safety continue to be developed.
6. Computers have been purchased with federal funds, and a class on the use of computers has been developed, teaching spread sheets and word processing.

WYOMING HONOR FARM
VEHICLE/EQUIPMENT ASSIGNMENT LIST

001 - Administration:

S-310 Dk Blue Chevrolet Eurosport Sedan
S-402 Silver Ford Van, 15 Passenger (Leased)
S-404 White Ford Van, 15 Passenger (Leased)
S-405 White Oldsmobile Ceiro Sedan (Leased)
S-407 Burgundy Oldsmobile Ceiro Sedan (Leased)
S-945 Blue Chevrolet Pick-up 4WD (Leased)
S-1024 Lt Blue Ford Pick-up 2WD (Leased)
S-1025 Lt Blue Ford Pick-up 2WD (Leased)
S-1225 Blue Pontiac Bonneville Sedan (Leased)
IHC 140 Utility Tractor
Satoh Beaver III Garden Tractor

002 - Farm Program:

S-236 Intl 2 ton Truck (Flatbed)
S-237 Blue Chevrolet Suburban 4WD
S-293 Silver GMC Pick-up 2WD (Leased)
S-302 White Chevrolet Crew Cab Flatbed
S-304 Yellow GMC Bus (Flatbed)
S-320 Blue GMC Tractor Truck
S-340 Sandstone Chevrolet Pick-up 2WD (Leased)
S-482 Blue Ford Flatbed Truck
S-513 Lt Blue Chevrolet Pick-up 2WD
S-567 Lt Blue Chevrolet Pick-up 2WD
S-640 Blue Chevrolet Pick-up 2WD
S-655 Blue Intl Refrigeration Truck
S-1022 Lt Blue Ford Pick-up 2WD (Leased)
S-1156 White Ford F260 Pick-up 4WD (Leased)
Case 480D Backhoe
Ford 3000 Tractor
Ford 6600 70 Hp Tractor
Case/Intl 2096 115 Hp Tractor
John Deere 4440 130 Hp Tractor
Case/Intl 1090 Hydro-Swing Windrower
Hesston 4600 Baler
New Holland 286 Baler
Farm Hand Bale Elevator
IHC 140 4 Bottom Plow
John Deere 245 Disc
Dunham/Lehr Roller Harrow
Eversman Cultivator
Eversman Landplane
Eversman Ditcher
Kewenne Spike Harrow
IHC Vibra-Shank Cultivator
Dual 600 Manure Spreader
John Deere 235 Forage Harvester w/2 Row Head
Silage Wagon
Lely Liquid Manure Spreader

WORK RELEASE
RIVERTON CENTER

ANNUAL REPORT FISCAL YEAR 1990

The purpose of the Work-Release Program is to provide carefully selected Residents an opportunity to engage in programs of work, education and training outside the confines of the institution during the final 6 months of their incarceration. Operations of the Work-Release Program are directed by Institutional Policy and State Statutes. While Work-Release is a privilege and is available to only a fraction of the incarcerated population, it is a program which represents an economic potential for both the State and the Resident. Since the resident is responsible for his financial needs when he is assigned to the Work-Release Program, the State not only saves much of the average cost per day per resident, but also receives a daily Room & Board contribution. Thus the Work-Release Program enables the resident to maintain himself financially while he is incarcerated, as well as practicing the type of behavior which will enable him to remain separate from a criminal life-style upon release.

As a result of having been on Work-Release, those involved can usually leave their incarceration with more money than normally given to residents upon release. Unless they have support from home or some other source, a resident normally leaves the institution nearly broke, and faces a real crisis until he obtains employment and the first paycheck. Leaving the institution with money earned and saved while on the program enables the man to obtain housing and to maintain himself in a decent manner. Additionally, upon release on parole many of the men remain with the employment they had while on Work Release. As shown on Table 4, during FY 90, 43 participants left their incarceration at Riverton with a total of \$7,429.13 in their possession. Additionally, many had already purchased vehicles for necessary transportation.

In addition to these 43 men who participated on Work-Release in Riverton, 34 men were processed for Work-Release and placed at the three Community Alternative Centers in Wyoming. These centers are located in Casper, Cheyenne, and Gillette. These programs received 10, 12 and 12 participants respectively from the Honor Farm Work-Release Program. Once these individuals are approved and transferred to the Community Alternative Centers, their progress, employment, money management, disciplinary actions, etc. are under the direction of the respective center. Two (2) of the participants of the Riverton Work Release Program included in the statistical breakdown in Table 4 were transferred to Community Centers after a period of time on the program at the Honor Farm.

The current procedures allowing a incarcerated individual to be approved for Work Release are as follows:

(1). When the individual is 7 or 8 months from his expected date of release, he fills out an application and gives it to his Case Manager.

(2). The Case Manager takes the application to an Administrative staffing, which serves as a Classification Committee;

(3). The Classification Committee discusses the application and if it recommends approval, a packet, including the application, relevant reports and other documentation is forwarded to the Board of Charities and Reform for final approval or disapproval;

(4). Once approved by the Board, a man obtains employment in the community, and he is then officially considered to be on the Work Release Program.

This process takes about 1 & 1/2 months, so ideally the man will be eligible to participate in Work Release for about 6 months. However, in many cases there are circumstances which prevent a man from going through the process until he is about 3 or 4 months from his date of release. After considering the awards of Special Good Time a man can earn off his minimum sentence, he may be on the program a shorter time, in some cases for only 2 or 3 months. Of course, when a man is revoked from the program for a rule violation, his period of participation is abruptly cut short.

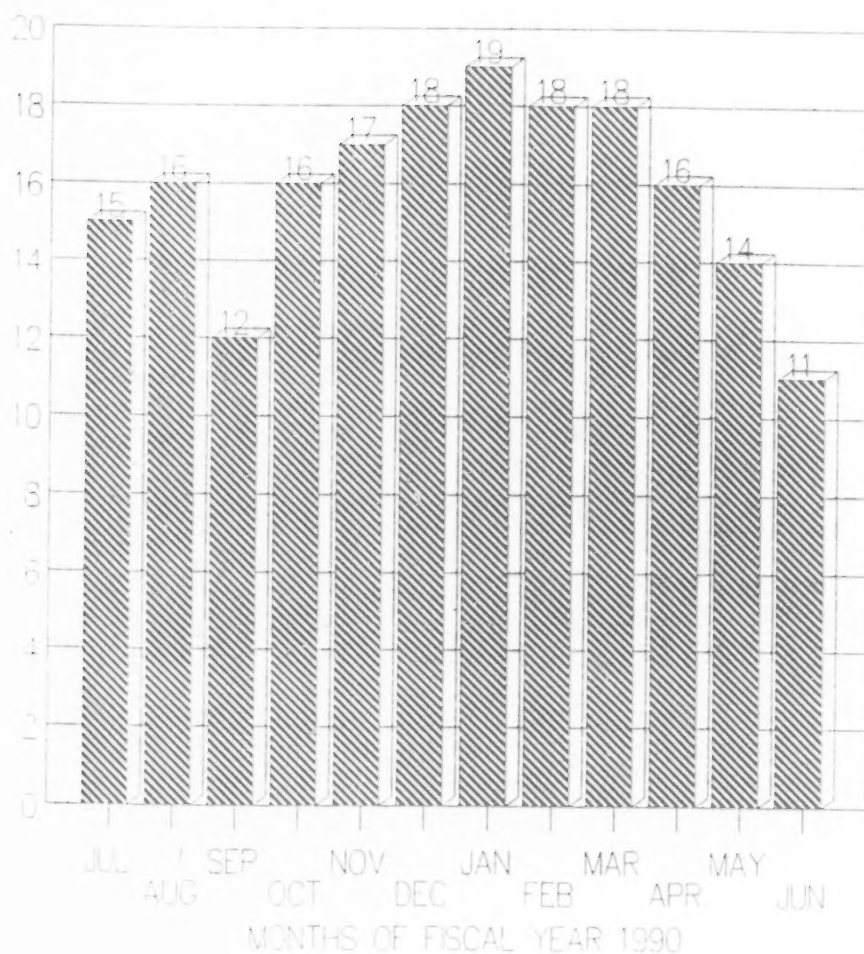
During Fiscal Year 1990, 1 of the cases which was submitted to the B.C.R. from the Riverton program was rejected by the B.C.R. For most of those that had been identified as potential problems for approval by the B.C.R., arrangements were made for a pre-consideration personal interview by a representative of the B.C.R., while visiting the Honor Farm. This enabled many of these persons to be approved when discussed at the B.C.R. Meeting. Of the 43 participants in the Riverton program during Fiscal Year 1990, 6 were revoked because of rule violations. Of those revoked, none were charged with new crimes. On one of the revocations there was a participant who was temporarily suspended from the program for a period of about a month and later re-instated on the program prior to the end of Fiscal Year 1990. Of the 6 Revocations, 2 were felt to be not progressing, or even regressing in treatment, and these men were both sex offenders, so they were pulled from the program. The other 4 cases of revocation involved misuse of a controlled substance, alcohol or drugs. Statistical information is presented in greater detail in the Tables which follow later in this report.

Table 4

There were 4,604 man-days served by the 43 men who participated on Work-Release during Fiscal Year 1990. It should be pointed out that many of these men were on the program during the latter part of the Fiscal Year 1990, or are still on the program now, in Fiscal Year 1991, and their man-days, wages, expenses, etc. as reported here include that time spent on the program during Fiscal Years 1989 and 1990. Our data collection mechanism is such that this manner of reporting is necessary. Also it is felt that this arrangement gives a more comprehensive picture of the actual experiences of a participant during the time he is on the program. The man-days served are shown on the following table, along with the type of termination the individual experienced. Those individuals who were still on the program at the expiration of Fiscal Year 1990 were shown as "NA" as to the type of termination and release check. Also shown is the amount of money received from wages earned, and room and board paid during Fiscal Year 1990, as well as the amount received upon release. The totals received as wages are not equalled by amounts shown as paid out on the table; this graph is not designed to balance in that manner. A significant amount of the earnings, usually about half, went for other purchases such as food, clothing, work-related equipment or supplies, transportation, vehicle purchase, or personal items and incidentals.

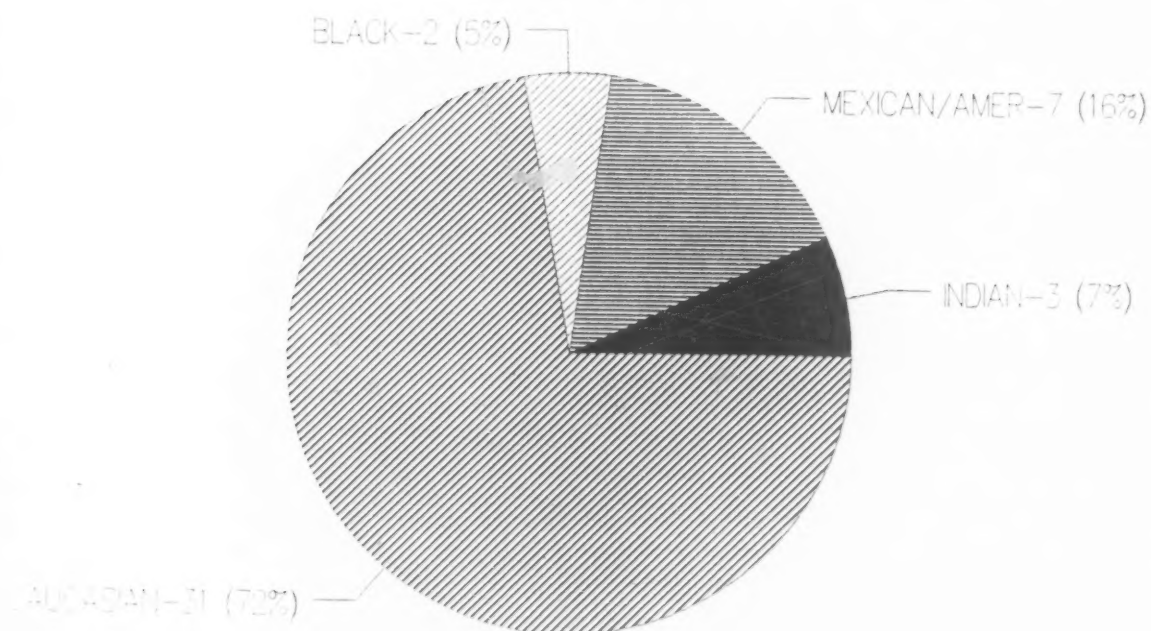
The table shows that 43 participants paid a total of \$8,683.51 toward support of their families or for restitution, court-ordered or otherwise. It is believed that a good part of this money supplanted that which would have been paid by the State DePass to maintain these families. It is the policy of the Work Release Program to cooperate to the maximum degree with the support collection branch of the State DePASS Office and a close working relationship is maintained. Also, there are some residents who come into prison with court-ordered restitution to be paid. It is the policy of the Work Release Program to ensure that this is paid also, as well as other types of restitution. Upon their departure from incarceration in Riverton, many of those who were participants during Fiscal Year 1990 had purchased vehicles for needed transportation.

TABLE 1



This table shows the number of men who participated in the Riverton Work Release program during the indicated months of FY90. There were never more than 18 men on work release during one month throughout the year.

TABLE 2
RACIAL/ETHNIC BREAKDOWN FY90



This graph indicates the racial/ethnic breakdown of those who participated in the Riverton Work Release Program during FY90. It should be noted that there are very few minorities under the jurisdiction of this agency (Wyoming State Honor Farm). Every opportunity is given for participation on Work Release, by those who oversee the program, to any man who meets the basic qualifications. Three of those revoked from the Work Release program this year were Caucasians, two were Mexican-American, and one was Indian.

TABLE 3



This graph depicts the duration of participation of those who were on the Work Release Program in FY90 (Wyoming State Honor Farm).

WORK RELEASE DATA SHEET
FISCAL YEAR 1990

	NAME	W.S.P. NUMBER	BEGIN DATE	END DATE	TERMINATION TYPE	DAYS PARTICIPATED	WAGES RECEIVED	RM/BD PAID	SUPPORT RESTITUTION	RELEASE RECEIVED
1.	AJEN, ROBERT	14333	03-19-90	06-26-90	PAROLED	106	2782.35	234	296	417
2.	AGUILAR, RUDOLFO	14477	04-14-90	N/A	N/A	77	1184.42	72.00	646.00	N/A
3.	ANDREWS, WILLIAM	13393	06-19-89	11-21-89	REVOKED	144	1524.22	176.00	135.00	231.00
4.	BLAIR, RICHARD	14179	12-07-89	04-23-90	PAROLED	136	545.72	53.00	0.00	81.00
5.	BROWN, TIM	14856	09-11-89	04-04-90	PAROLED	206	3543.20	286.00	27.80	531.00
6.	CARTWRIGHT, FLETCHER	14761	03-05-90	N/A	N/A	0	0.00	0.00	0.00	N/A
7.	CORMIER, GLENN	14896	11-13-89	01-22-90	PAROLED	102	665.40	42.00	0.00	100.00
8.	CROWDER, ROY	14560	04-10-89	09-07-89	PAROLED	61	789.40	18.00	1100.00	118.00
9.	DANIEL, ALVAH	12487	05-17-89	N/A	N/A	365	5709.59	494.00	552.87	N/A
10.	DORR, GREG	14705	03-06-89	09-01-89	PAROLED	62	1930.51	40.00	200.00	289.00
11.	DOUGLAS, DAVID	14769	01-13-90	03-30-90	PAROLED	76	701.45	77.00	295.00	105.00
12.	DURAN, MIKE	14890	08-15-89	10-18-89	REVOKED	64	258.00	14.00	80.95	35.00
13.	FAUSETT, WESLY	14492	12-06-89	03-07-90	DISCHARGE	91	1097.69	110.00	113.12	167.00
14.	GARCIA, PEDRO	14581	10-04-89	12-12-89	PAROLED	75	1229.09	116.00	0.00	185.00
15.	GOICH, MIKE	14776	03-07-90	N/A	N/A	115	1760.67	134.00	472.00	N/A
16.	HALL, JAMES VAN	14779	06-07-89	02-24-90	PAROLED	263	2129.09	456.00	0.00	350.00
17.	HARDEN, ROBIN	14997	04-05-90	04-17-90	TRANSFER TO G.C.A.	13	53.60	0.00	0.00	8.00
18.	HERNANDEZ, GEORGE	14678	11-06-89	03-27-90	PAROLED	142	116.00	1089.77	0.00	142.00
19.	HODGES, JOHN	14443	11-05-89	12-06-89	RETURN TO W.S.P.	29	250.14	20.00	0.00	35.00
20.	LENHART, ERIC	14658	03-06-90	04-18-90	REVOKED	43	821.64	70.00	60.00	391.64
21.	LOPER, CHARLES	14907	02-02-90	04-03-90	PAROLED	60	388.36	32.00	98.15	400.00
22.	MCDANIEL, EDWARD	12345	05-01-90	N/A	N/A	60	554.61	40.00	6.00	N/A
23.	MCKING, PETER	14779	08-22-89	03-12-90	PAROLED	202	2179.60	198.00	259.83	150.00
24.	MENDOZA, DUANE	14085	03-16-90	N/A	N/A	117	587.93	48.00	21.00	N/A
25.	MEYER, JAMES	14544	04-13-89	08-02-89	PAROLED	31	180.20	0.00	0.00	25.00
26.	NELSON, JAMES	14654	17-07-89	09-13-89	PAROLED	68	691.76	81.00	275.00	350.00
27.	NEWCUMB, FORREST	12859	01-23-89	04-04-90	PAROLED	257	2700.00	0.00	0.00	806.72
28.	NORCUTT, RAY	14702	02-27-89	09-01-89	PAROLED	62	1476.84	94.00	350.00	550.00
29.	OSBORN, DEREK	14632	02-06-89	10-20-89	REVOKED	123	1861.50	178.00	75.00	250.00
30.	PATIK, RANDY	14479	10-18-88	08-15-89	DISCHARGED	45	0.00	26.00	0.00	0.00
31.	ROBBINS, LOREN	13956	12-08-89	02-02-90	REVOKED	56	1453.93	142.00	335.00	218.00
31.	ROBBINS, LOREN	13956	03-15-90	REINSTATED	N/A	105	1654.13	68.00	1000.45	N/A
32.	RODRIGUEZ, PAUL	12188	07-05-89	10-18-89	PAROLED	105	196.00	30.00	116.38	0.00
33.	ROURKE, TIM	14989	01-05-90	04-15-90	PAROLED	54	100.00	0.00	0.00	0.00
34.	RUSSELL, LOY	14675	10-12-89	01-24-90	PAROLED	104	563.75	64.00	260.00	120.00
35.	SCHAIBLE, KIRT	14782	06-10-89	09-22-89	TRANSF. TO CAG	84	1552.69	112.00	115.04	250.00
36.	SCOGGIN, DEAN	14402	10-07-89	03-22-90	PAROLED	166	2429.18	248.00	464.84	90.00

(continued page 2)

	NAME	W.S.P. NUMBER	BEGIN DATE	END DATE	TERMINATION TYPE	DAYS PARTICIPATED	WAGES RECEIVED	RM/BD PAID	SUPPORT RESTITUTION	RELEASE RECEIVED
37.	SMALLWOOD, PAUL	14766	01-19-90	03-22-90	PAROLED	62	498.27	52.00	81.06	106.00
38.	SMITH, BARRY	14293	05-11-89	08-29-89	DISCHARGED	62	552.78	84.00	0.00	103.00
39.	SVOBODA, RICHARD	14482	05-24-89	08-31-89	DISCHARGED	30	0.00	0.00	0.00	0.00
40.	THOMPSON, ROBERT	12817	10-04-89	11-22-89	PAROLED	49	1207.96	38.00	111.02	200.00
41.	VARGAS, RENE	14955	10-13-89	01-29-90	RETURN TO W.S.P.	118	1539.69	184.00	25.00	505.84
42.	WALTERS, JOE	14433	05-01-90	N/A	N/A	61	1680.81	56.00	431.00	N/A
43.	WILHELM, WILLIAM	12550	06-11-89	06-18-90	PAROLED	353	1984.85	288.00	15.00	297.79
TOTALS						4604	53,127.02	5,563.77	8,683.51	7,607.27

HONOR CONSERVATION CAMP
NEWCASTLE, WYOMING

KEITH PIPPIN
SUPERINTENDENT

to successfully complete the program. Sometimes referred to as "shock incarceration", the program is modeled after other programs such as the one in Florida. Upon successful completion of the Boot Camp program, the staff recommends to the sentencing county that a sentence reduction to probation be made in the case.

During FY 90 total inmate population growth rose to 60 with the first inmates received August 2, 1989. During the first year WHCC averaged 8.63 inmates received and 3.88 inmates discharged each month with an average of 6.25 inmates gained each month. The conclusion of FY 90 reflected a total of 61 inmates, 43 in Conservation Camp and 18 in Boot Camp.

OBJECTIVES

1. Assure staff meets established job requirements by initial and on-going training.
2. Maintain and operate in safe, efficient and sanitary manner.
3. Provide food services and meet special dietary needs in an efficient, cost-effective, sanitary and healthful manner.
4. Evaluate inmate educational and vocational needs and implement appropriate realistic programs to meet these needs.
5. Provide medical, dental and optical services to inmates which are comparable to those available to general public.
6. Provide for an effective program and psychological/mental health services for inmates that include testing, therapy and problem oriented groups.
7. To attempt to secure more appropriate recreational and maintenance facilities at WHCC.
8. To attempt to initiate landscaping and beautification of the facility.
9. To expand existing Boot Camp facility to accommodate the increase in Boot Camp inmates.
10. To obtain a civilian employee as Food Services Supervisor to manage the kitchen/mess hall at WHCC.

11. To obtain a Captain position at the camp to provide security for the entire facility including Boot Camp and Conservation Camp.
12. To attempt to obtain, through supplemental appropriations, more security personnel and an additional fiscal technician position.

ACCOMPLISHMENTS

1. Major construction completed prior to March 1, 1990 with Grand Opening held May 16 in conjunction with the Weston County centennial celebration.
2. Provided initial and on-going training to all staff as available.
3. Kitchen has been fully operational since February of '90 and has established an average cost per meal of less than \$2.00 per day.
4. Generated revenue back to the budget through contract with the Sheriff's Office for inmate meals.
5. Implemented Boot Camp program in February graduating 8 during FY 90. The program has generated interest from television and news media as to human interest stories and possible solutions to overcrowding of prisons.
6. Administrative computerization of inmate accounts, accounts payable and expenditure records.
7. Cost per day down to \$41.39.
8. Inmate assessment/evaluation system implemented to monitor and serve as a tool to improve inmate's daily behavior and work habits.
9. Disciplinary and Classification hearing procedures implemented and Grievance procedures established. Policies and Procedures accepted by BCR.
10. Established contracts or agreements to provide medical, dental and eye care for inmates and work closely with Public Health Nurse to coordinate immunization shots.

11. WHCC employed 19 full-time employees during FY 90 losing and replacing one who quite for personal reasons. This indicates satisfaction with area and work environment.
12. Through supplemental appropriations from the legislature WHCC received four additional security personnel, one of which was transferred to a fiscal tech position.
13. Obtained position from the Governor through the Personnel Pool to hire a Food Service Supervisor.
14. Through coordination of inmate forestry and maintenance crews and cooperation with Weston County laid sod, poured concrete and began several landscaping projects at the camp.
15. Secured \$150,610.00 from BCR towards FY 91 construction of a maintenance/activity building.

PROBLEM AREAS

Being a new institution, main problem areas with WHCC consist of a young, inexperienced staff and lack of history for fiscal and program tracking purposes. Other problem areas were lack of storage, transportation and on-going medical expenses. Staff has recognized that there is a continuing lack of recreational facilities. It is hope that this can be resolved through the addition of the maintenance/activity building and use of inmate labor building weight lifting equipment, softball field, horseshoe pits, etc. Another area of concern is the need for an additional counselor not only to relieve the demands of the current counselor but to meet the needs of both Boot Camp and Conservation Camp inmates.

SUMMARY OF OPERATIONS

The minimum security Conservation Camp, at full capacity, consists of a work force of 6 kitchen, 5 maintenance, 1 administration clerk, 1 inventory clerk, 1 canteen, 1 janitor, 3 forestry crews of twelve men each. An incentive pay program was established for these inmates with pay ranging from \$30 per month to \$95 per month, depending on attitude and performance.

The forestry crews under the supervision of 3 State Forestry personnel including one program manager and two crew supervisors completed 24 service projects totaling 7149 inmate hours. Inmates were called to only one fire in FY 90

serving a total of 805 inmate hours. Training for the inmates through this program includes the following courses:

- 1) Chainsaw Operation, Safety and Maintenance
- 2) Wildland Firefighting & Basic Fire Behavior
- 3) Pump and Water Use
- 4) First Aid

The Boot Camp program was created for 10 inmates as a pilot program as an alternative to long term incarceration at WSP. The population of the program was increased to 20 due to an influx of population at WSP of first time offenders in the age bracket of under 25 years of age. The goals of Boot Camp are to protect the public safety by incarcerating young, first time offenders in a program of short term, intense incarceration in a disciplined setting designed to train the young offenders to cope with the complexities of modern life in a crime free existence. The program is between 90 and up to 180 days long, depending upon individual situations of each inmate. The program consists of highly motivational discipline, respect, pride, cooperation, responsibility and communication being emphasized by staff on a continuing basis. Some of the activities are, but not limited to: daily inspections, calisthenics, marching, running, close order drills, military courtesy, work detail, KP duty, cleaning barracks and grounds. There is also a therapeutic aspect in the program which consists of intense dealing with thinking errors, reality counseling, drug and alcohol counseling. The inmates in this program are close custody level inmates and are supervised 24 hours per day.

Programs, guidelines and implementation established through the counseling department include AA, NA, ACDF, Sex Offenders, Samenow groups as well as substance abuse training, community education and special education programs. Also implemented through this department were the excursion and furlough programs for those inmates eligible to participate.

CHART OF WORK FORCE COMPOSITION:

1. STAFF

	White	Hispanic	Total
Male	13	1	14
Female	5	0	5
Total	18	1	19

2. INMATES (6/30/90)

	<u>White</u>	<u>Hispanic</u>	<u>Black</u>	<u>Indian</u>	<u>Total</u>
<u>Male</u>	<u>51</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>61</u>

With an inmate population of 61 and staff population of 19, the ratio is 3.15 inmates to 1 staff employee.

SUMMARY OF INMATES RELEASED:

	<u>Conservation Camp</u>	<u>Boot Camp</u>
Transferred to WSP	22	2
Transferred to WHF	1	
Work Release	5	
Stop Program	1	
Paroled	4	
Escaped	1	
Court Ordered Probation		8

SECURITY SUMMARY

Classification Hearings	20
Disciplinary Hearings	19

INTAKE BY MONTH

	<u>Conservation Camp</u>	<u>Boot Camp</u>
July	0	0
August	10	0
September	0	0
October	4	0
November	6	0
December	8	0
January	3	0
February	6	4
March	17	4
April	14	8
May	18	9
June	9	2

RELEASES BY MONTH

	<u>Conservation Camp</u>	<u>Boot Camp</u>
July	0	0
August	0	0
September	0	0
October	2	0
November	0	0
December	2	0
January	3	0
February	1	0
March	6	3
April	3	0
May	12	4
June	5	3

PAROLE BOARD STATISTICS

Only two parole board hearings were held during FY 90 that WHCC inmates attended. A total of five inmates attended these hearings with four being approved and one being refused.

GENERAL STATISTICS/INMATES

<u>RACE</u>	<u>Conservation Camp</u>	<u>Boot Camp</u>
Asian	0	1
Black	2	2
Caucasian	54	21
Hispanic	8	3
Native American	4	0

<u>AGE</u>	<u>Conservation Camp</u>	<u>Boot Camp</u>
16-18	0	17
19-20	5	18
21-24	12	19
25-30	18	20
31-40	20	21
41-50	11	22
51-60	2	23
61-64	0	24
65-70	0	25

MARITAL STATUS

	<u>Conservation Camp</u>	<u>Boot Camp</u>
Single	27	25
Married	14	2
Divorced	19	0
Separated	2	0
Widowed	3	0
Common Law	3	0

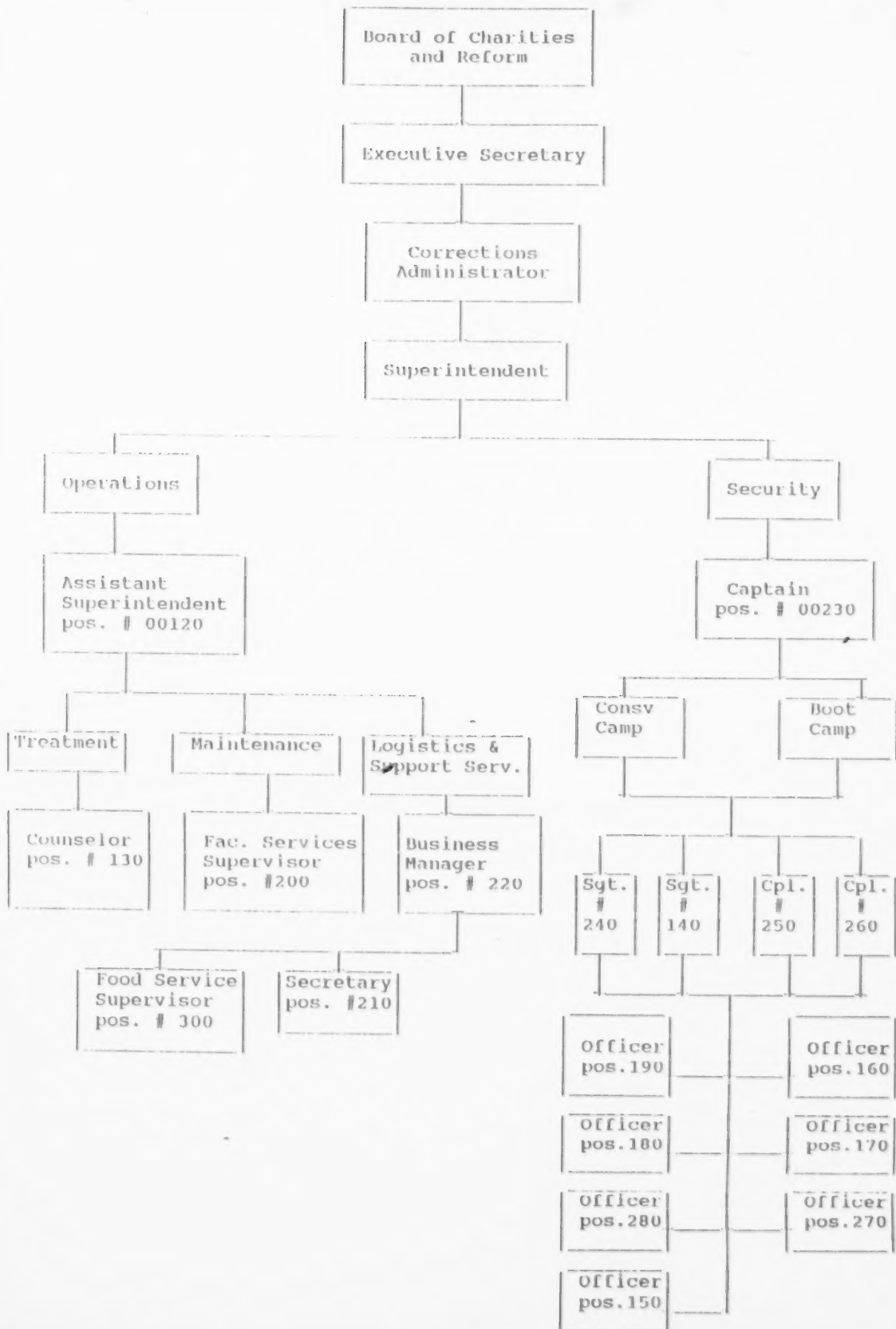
EDUCATIONAL GRADE LEVEL OF OFFENDERS

	<u>Conservation Camp</u>	<u>Boot Camp</u>
2	1	0
6	4	0
7	1	0
8	2	1
9	4	4
10	10	3
11	12	9
12	21	8
13	6	1
14	5	1
15	0	0
16	2	0

CRIME TYPES OF OFFENDERS

	<u>Conservation Camp</u>	<u>Boot Camp</u>
Drug Related	18	4
Property Type	23	6
Probation/Parole Revocations	6	11
Escape Crimes	0	0
Habitual Criminals	0	0
Sexually Assaultive Crimes	9	1
General Assaultive Crimes	7	3
Homicidal	4	2

Wyoming Honor Conservation Camp
Wyoming Boot Camp



WOMEN'S CENTER
LUSK, WYOMING

JUDY UPHOFF
WARDEN

INTRODUCTION

A Women's Correctional facility was temporarily established on the grounds of the Wyoming State Hospital by the 1977 Legislature. This move was necessary due to the cancellation of a contractual agreement with the State of Nebraska to house sentenced female felons.

The Forty-Fifth Legislature formally created the Wyoming Women's Center in January 1980. This same legislation placed the facility under the general supervision of the Board of Charities and Reform. (9-6-164, 1977 republished statutes.)

The January 1981 Legislature amended the above action by authorizing the establishment of a permanent facility in Lusk, Wyoming. The new facility became operational in September 1984 when the inmates were transferred from the Wyoming State Hospital in Evanston to Lusk.

In September 1989 the Board of Charities and Reform entered into a yearly renewable contract with the State of Colorado to house 15 Colorado female felons at the Wyoming Women's Center. This contract was renewed in 1990.

The January 1990 Legislature authorized the addition of 24 medium custody beds to the Women's Center to be built by January 1992. This authorization was due to the growing number of Wyoming female felons being sent to prison by Wyoming courts and the potential of utilizing contracted dollars to offset construction costs.

The Women's Center is charged with providing a place of secure confinement for the sentenced female felon. Within this setting, it is the responsibility of the administration and staff to ensure to the fullest extent possible, the following:

- a) The protection and safety of community, staff and inmates.
- b) Provide training for staff that prepares them to function at a high level of competency within a penitentiary setting.
- c) Develop and implement positive reintegration programs to meet the needs of the female offender under the supervision of the Board of Charities and Reform.
- d) Provide for the general physical, psychological and spiritual well-being of inmates.

PROGRAM 01 - ADMINISTRATION

OBJECTIVES

1. To maintain the safety and security of the institution and the quality of programs offered while absorbing an ever increasing population of female felons.
2. To provide a quality environment and programs to the Colorado inmates housed at the Women's Center under contract.
3. To maintain a sufficient number of Colorado inmates to provide funds to meet budgetary projections of needs and accomplish the additional programs as outlined in the supplemental budget.
4. To provide job opportunities for inmates that reflect the actual job requirements, hours and expectations of employers outside the institution.
5. To train a unit of staff members to handle out of the ordinary problems that might arise such as escapes, break-ins and hostage situations.

ACCOMPLISHMENTS

1. The Wyoming Women's Center experienced a rapid increase in inmate population during 1990. Through the cooperation and coordination of all staff, the safety and security of the institution was maintained and quality programs were offered to the population.
2. An average of 12.5 Colorado inmates per month were housed at the Women's Center resulting in the generation of \$255,169 during FY 90. These inmates were offered the same programs as Wyoming inmates with the exception of work release and community correction placement.
3. An increased need for inmate jobs created by the influx of population was met in part by the Center entering into an agreement with the Niobrara County Soil and Water Conservation District to form the Niobrara River Clean Up Crew. This crew consists of 10 inmates whose incentive pay wages and equipment needs are paid for by the Conservation District.
4. A Special Problems Unit was developed, trained and expanded. This unit's purpose is to provide inmate control as called for in special situations. Training is ongoing.

5. Several months were dedicated by the Administrative Staff to the successful hosting of the conference of West Central Wardens and Superintendents Association. This is a national organization.

PROGRAM 02 - SUPPORT SERVICES

OBJECTIVES

1. To identify the areas of greatest inmate program needs and provide quality educational components in these areas while maintaining a high level of individual contact.
2. To assess inmates formal education levels and needs and provide classes that meet these needs.
3. To provide educational programs and workshops that will help inmates to function effectively once they leave the Women's Center.
4. To increase staff in the Medical Section in order to adequately provide for inmate health needs. By accomplishing this we will also free up security staff to better provide for the safety and security of the institution.
5. To not only stay within budget constraints in the food service section but to provide the inmates employed there with training in proper food and equipment handling.
6. To maintain the physical plant to insure safety, security and effectiveness of the facility plus provide an institution that the staff and community can be proud of.

ACCOMPLISHMENTS

1. While maintaining a high level of individual contact with the inmates, the Program Section incorporated and taught three new self-help, educational components. These include a six week Anger Class taught to 16 inmates, a 12 hour Addiction and Co-dependency class taught to the entire population and a 40 hour Advocacy training that 30 inmates were able to complete.
2. The Education Section applied for and received \$25,969 in federal grant monies. These monies were used in conjunction with the annual budgeted general funds to allow 29 inmates to receive extensive vocational assessment, 80% of the population to participate in 17 in-house classes plus the learning and business labs, 21

inmates to participate in 11 college credit classes, 6 inmates to become certified Nurse Assistants, and 1 inmate to become a certified EMT. Stress, Workforce 2000 and Study Skills workshops were offered and five art exhibits from the University of Wyoming Art Museum were displayed.

3. Two additional nurses were hired in the Medical Section which has allowed the Center the ability to extend the hours of having trained medical staff on unit and provided quality control of medical services for the increased population of inmates.
4. The Food Service Section received 100% on the State Health Inspection and was able to reach the goal of a budget conscious, budget efficient section. Inmates who work in the kitchen were given ongoing training in food safety and handling and equipment safety and usage.
5. The Maintenance Section continued to maintain the building and grounds by completing 1,331 work orders in addition to building in 3 new office areas and remodeling other areas to provide for better usage of existing space. The Maintenance Supervisor spent 91.5 hours at the Wyoming Honor Conservation Camp supervising design and installation of electrical wiring.

PROBLEM AREAS

1. Cost containment in the areas of medical, food and utility expenses due to rising costs and service availability.

The Women's Center's business office will explore the possibility and initiate, if feasible, a cooperative bid process which will include the Wyoming Honor Conservation Camp and the Wyoming Law Enforcement Academy. The Women's Center hopes that by increasing the amount of items purchased, vendors will be willing to give all these institutions a price break.

2. Lower staff moral caused by a) insufficient security staff numbers to allow for a relief factor, b) an increase in inmate population without the necessary corresponding increase in staff numbers, and c) the State's inadequate and inequitable compensation system.

The Women's Center will continue to ask for additional staff and give justification for these requests. Through DAFC personnel, the Women's Center hopes to upgrade a number of positions to accurately reflect actual performance.

3. Decreasing amounts of grant monies available coupled with

increased competition for these funds and, with an increased number of inmates resulting in greater time demand on the education personnel, less staff hours available to prepare grant proposals.

The Women's Center will continue to explore potential sources of grant monies for educational programming and staff. It may be necessary to request additional funds for contract adult education instructors to meet the basic educational and living skill needs of inmates.

4. Although W.W.C. has an excellent gym area and arts and crafts area these programs are perhaps the weakest of any at W.W.C. At the present time lack of an appropriately qualified, designated staff member limits the utilization of existing space.

An activities coordinator will be requested through Colorado monies to alleviate this problem. Also, possible remodeling of the activities area is being reviewed.

5. With the increased inmate population, the following areas of inadequacy have been identified.

- a) Control Room including surveillance equipment.

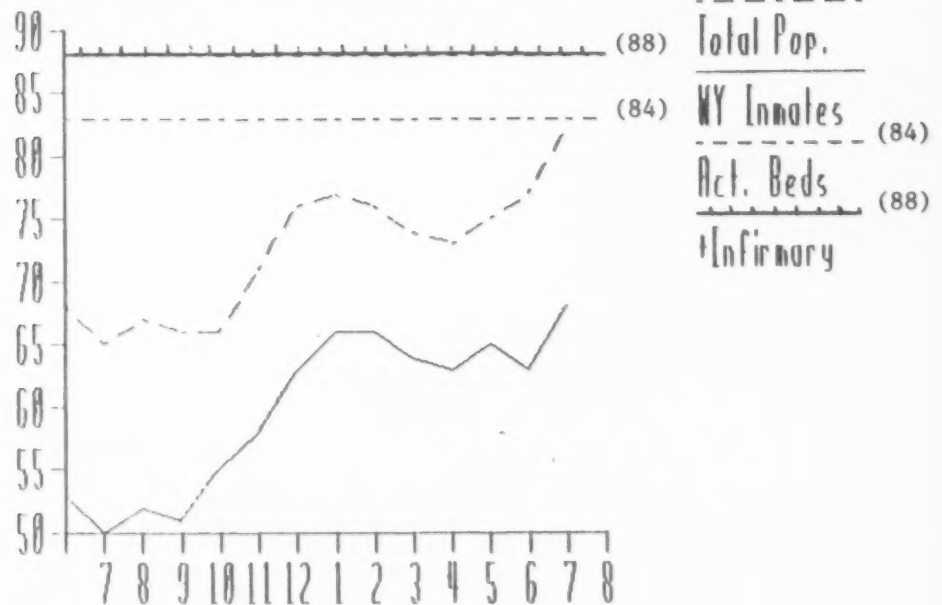
The Women's Center is evaluating the overall function of the Control Room including operations, equipment and utilization. Some operational and staff functions will be changed to lessen the work load of operators and equipment.

- b) Storage space.

The increased population has resulted in totally inadequate storage for inmate property and general institutional supplies. Options to alleviate the lack of storage includes a general remodeling of the existing area into a portion of the gymnasium. Proposals will be submitted to BCR for comment and direction.

Wyoming Women's Center Population Trends - FY90

Number of Inmates



Average Monthly Pop. 7/89 - 7/90

**During 7/90 and 8/90 the Women's Center housed inmates in the infirmary for a 2 week period.

Population Trends (Wyoming Inmates Only) 1980 - 1990

Year	Number of WY Inmates
1980	25
1981	33
1982	32
1983	27
1984	37
1985	46
1986	45
1987	50
1988	49
1989	59
1990	71

TOTAL POPULATION
BREAKDOWN OF THE WYOMING WOMEN'S CENTER
JULY 1, 1989 THROUGH JUNE 30, 1990

Total Population July 1, 1989		69
Admissions:		
New Court Commitments	53	
Parole Revocations	2	
Transfers	9	
Total Inmates Handled		133
Releases:		
Released to Parole	20	
Released to Probation	7	
Released to Appeal Bond	0	
Released to Detainer	0	
Expiration of Sentence	10	
Transfer	14	
WSH	0	
Total Releases		51
Total Population June 30, 1990		82

RESIDENT PROFILE
STATISTICS

DEMOGRAPHIC

AGE - YEARS	COUNT	%	ETHNIC GROUP	COUNT	%
15 - 24	42	32	Caucasian	101	75
25 - 34	61	45	Hispanic	10	8
35 - 44	23	17	Black	15	12
45 - 54	6	5	Native American	7	5
55 plus	1	1	Asian	0	0
TOTALS	133	100	TOTALS	133	100

RESIDENCE	COUNT	%	SENTENCING COUNTY	COUNT	%
Native	32	24	Platte	0	0
Less than 1 yr.	5	4	Sweetwater	9	6
1 - 3 yrs.	26	20	Park	4	3
4 - 6 yrs.	14	10	Fremont	8	6
7 - 9 yrs.	4	3	Sheridan	11	7
10 plus yrs.	28	21	Laramie	24	18
Transfer	24	18	Crook	0	0
	—	—	Natrona	20	15
			Campbell	12	9
			Carbon	4	3
<u>TOTALS</u>	<u>133</u>	<u>100</u>	Lincoln	1	1
			Teton	3	3
			Weston	1	1
			Uinta	5	3
			Goshen	1	1
			Hot Springs	3	3
			Washakie	0	0
			Albany	0	0
			Converse	2	2
			Niobrara	0	0
			Sublette	0	0
			Johnson	0	0
			Big Horn	1	1
			Transfer	24	18
				—	—
			<u>TOTALS</u>	<u>133</u>	<u>100</u>

RESIDENT PROFILE STATISTICS

ALCOHOL USE	COUNT	%	DRUG USE	COUNT	%
Yes	110	83	Yes	84	63
No	23	17	No	49	37
TOTALS	133	100	TOTALS	133	100

OFFENSE HISTORY

PREVIOUS CONVICTIONS	COUNT	%
None	87	65
One	29	22
Two & OVER	17	13
TOTALS	133	100

PRESENT OFFENSE

	COUNT	%
Kidnapping	0	0
Felonious Property Destruction	1	1
Conspiracy to Escape by Violence	0	0
Aggravated Vehicular Homicide	0	0
Drug Related	24	18
Burglary/Property	14	11
Forgery/Checks/Credit	29	22
Assault/Abuse	9	7
Murder/Manslaughter/Attempted	19	14
Parole/Probation Violation	33	25
Arson	2	1
Prostitution	2	1
TOTALS	133	100

RESIDENT PROFILE STATISTICS

MARITAL HISTORY

MARITAL STATUS	COUNT	%	CHILDREN (UNDER 18)	COUNT	%
Never Married	44	33	None	44	33
Married	42	32	One	29	22
Separated	2	1	Two	39	29
Divorced	36	27	Three	14	11
Widowed	9	7	Over Three	7	5
	—	—		—	—
TOTALS	133	100	TOTALS	133	100

EDUCATIONAL LEVEL AT END OF REPORTING PERIOD

	COUNT	%
Special Ed	2	2
Less than HS	22	17
High School	27	20
1-2 College	12	9
G.E.D.	46	34
Transfer	24	18
	—	—
TOTALS	133	100

MINIMUM SENTENCE	COUNT	%	MAXIMUM SENTENCE	COUNT	%
0 - 11 mo.	0	0	12 - 23 mo.	6	5
11 - 23 mo.	59	44	24 - 59 mo.	67	50
24 - 59 mo.	40	30	60 mo. & over	60	45
60 - 119 mo.	13	10			
120 mo. & over	21	16			
	—	—		—	—
TOTALS	133	100	TOTALS	133	100

AGENCY NUMBER: 088 AGENCY NAME: Wyoming Women's Center

BOARD OF DIRECTORS AND STAFF

CORRECTIONAL FACILITY ADMINISTRATOR - WARDEN

EXECUTIVE OFFICER

PROGRAM SERVICES SECTION MANAGER

SUPPORT SERV. SECT. MANAGER

SECURITY/CUSTODY SERV. MANAGER

EDUCATION SERVICES SUPERVISOR

PROGRAM/COUNSELING SERVICES (2)

HEALTH SERVICES SUPERVISOR

FOOD SERVICES SUPERVISOR

VOCATIONAL TEACHER

SENIOR L.P.N. (2)

L.P.N. (2)

ASSISTANT FOOD SERVICE SUPERVISOR

FACILITY SERVICES SUPERVISOR

INMATE FISCAL SERVICE SPECIALIST

LEUTENANT (4)

PROPERTY/ SUPPLY

SERGEANTS (2)

CORPORALS (3)

GROUND'S SPECIALIST

FACILITY MAINTENANCE SPECIALIST (2)

CORRECTIONAL OFFICERS (16)

GIRLS' SCHOOL
SHERIDAN, WYOMING

GARY KOPSA
SUPERINTENDENT

INTRODUCTION

A. GOALS OF THE AGENCY

The purpose of the Wyoming Girls School has been defined by Wyoming Statutes 9-412 which state that, "There shall be established within the State, County of Sheridan, an institution which shall be known as the Girls' Industrial Institute (Wyoming Girls School) for the custody and discipline of such incorrigible girls as may be committed by trial courts...."

In keeping with legislative intent, it is the mission of the Wyoming Girls School to care for and rehabilitate girls between the ages of 12 and 19 who have been adjudicated delinquent and committed to the facility. It is also the aim of the institution to provide for each girl the opportunity and climate necessary for her to develop to her fullest potential, to become the best kind of person she can be.

The goal for each girl is the readjustment of values, attitudes and behavior and an increase in personal confidence and competence that will result in acceptable and functional intrapersonal, family and community living.

The following services are provided to carry out the above purpose:

1. Accept and transport youths committed by courts.
2. Maintain minimally restricted and sheltered environment.
3. Provide for medical, dental, optical and other health care needs.
4. Determine and develop social, psychological and educational level of youth.
5. Readjust values, attitudes and behavior needed for acceptable community living.
6. Re-establish communication and contact between family and youth.
7. Assist in providing aftercare services upon release from the institution.
8. Provide extension/support foster home placement and supervision for selected youth.

Statistical information contained in the following tables is provided to describe the population of the institution.

Table I	Population Movement 7-1-89 to 6-30-90
	New Admissions 62
	Number of Discharges 104
	Number of Trial Placements 90
	Average In-House Population 52.58
	In-House Population End of Period 46

The foregoing information depicts the movement of clients through the institution for the most recent fiscal year. There has been no attempt to restrict or limit admissions, and all referrals from committing courts have been accepted and transported at the time of notice. Behavioral and attitude adjustments resulted in 90 provisional placements and 104 discharges. In-house population was at or below desirable levels throughout the year.

Table II Admission by County of Origin for FY 1990.

Albany	1	(1.61%)	Lincoln	1	(1.61%)
Big Horn	1	(1.61%)	Natrona	9	(14.52%)
Campbell	11	(17.74%)	Niobrara	0	
Carbon	1	(1.61%)	Park	3	(4.84%)
Converse	1	(1.61%)	Platte	0	
Crook	0		Sheridan	7	(11.29%)
Fremont	5	(8.06%)	Sublette	0	
Goshen	0		Sweetwater	4	(6.45%)
Hot Springs	0		Teton	0	
Johnson	0		Uinta	3	(4.84%)
Laramie	15	(24.19%)	Washakie	0	
			Weston	0	

Table III Offenses For Which Youth Were Committed

Probation Revocation	25	(40.32%)
Delinquent	24	(38.71%)
*Temporary	5	(8.06%)
Burglary	4	(6.45%)
Conspiracy to deliver LSD	1	(1.61%)
Petit Larceny	1	(1.61%)
Aid and Abet Burglary	1	(1.61%)
Auto Theft	1	(1.61%)

*Of the five originally committed temporarily, three were later committed as Delinquent, two were not committed.

WYOMING GIRLS SCHOOL



Authorized Positions:
56 Full Time
4 Part Time

ACCOMPLISHMENTS AND OBJECTIVES

A. Objectives by Division

1. Administrative Goals

- a. To provide a restricted but nurturing therapeutic environment for adolescent girls
- b. To effectively avail ourselves of community resources and agencies in placement, aftercare and follow-up of girls committed to the Girls School
- c. To effectively comply with legislation effecting commitments
- d. To be actively engaged in facilitating the continuum of care component as designed by communities throughout the state under the newly formed Department of Family Services.
- e. To promote staff training to accomplish stated goals

2. Educational and Rehabilitative Goals

- a. Determine aptitude, interest, intellectual, and educational levels through tests and observation
- b. Remediate educational deficiencies
- c. Teach more acceptable use of leisure time
- d. Enhance self-worth and personal growth through positive experiences and corrective therapy
- e. Maintain living areas conducive to growth and development of youth
- f. Encourage habits of health, self-appraisal, honesty, responsibility and independence
- g. Establish contact and communication with families, build bridges
- h. Develop habits of acceptable personal appearance and conduct
- i. Establish prescriptive placements for the hard to place adolescent girls

- j. Explore the possibility of adding an adventure based high intensity component to the current rehabilitation and education program

3. Buildings and Grounds Goals

- a. Improve and maintain condition of physical plant and grounds and related equipment
- b. Use energy grant and state funds to meet the energy needs of specified dormitories

4. Security

- a. Provide for safety and security of occupants and buildings
- b. Provide emergency after hours supervision and assistance to dormitories

The major emphasis at the Wyoming Girls School remains that of providing some remedy for troubled girls and their families. The statistical data following provide evidence that some success has been achieved in providing a controlled yet wholesome environment that can contribute to problem solving, growth and educational improvement.

Continued efforts in working with youngsters and also their families have resulted in parents being helped to regain control of their children. Thus, during the past year, 90 probationary or trial placements were initiated, and during the year 104 placements resulted in discharge.

Of particular significance are those statistics that describe the educational achievements of students.

Table IV describes educational progress expressed in terms of grade levels. Scores were obtained from the administration of a standardized achievement test, the California Achievement Test.

Table IV Educational Progress

<u>Subject</u>	<u># of Students</u>	<u>Grade level before</u>	<u>Grade level after</u>	<u>Gain</u>	<u>Time between tests</u>
Reading	95	9.5 grade	10.6 grade	1.1	6.0 months
Language	95	9.3 grade	10.3 grade	1.0	6.0 months
Math	95	9.1 grade	10.2 grade	1.1	6.0 months
Total	95	9.3 grade	10.4 grade	1.1	6.0 months

The improvement in basic subject areas testifies to the excellent quality of work produced by students and staff. While test scores are not the only measure of success, they are one means of evaluating the results of the rehabilitative effort.

The support/extension foster home program under the direction of the Wyoming Girls School was initiated in August of 1990. As of this report, two girls have been placed with local families. These girls are attending public school, are reaping positive benefits from normal and nurturing home life while continuing to receive the counseling and supervision of the Wyoming Girls School staff. As the need for such placements arises, we will seek and train additional families to work with other particular girls who have thrived in the Wyoming Girls School program and yet have no other safe, viable placement.

This past year the Wyoming Girls School joined in centennial celebration activities and projects. The staff has also actively contributed to various reorganization committees. Teaching and counseling staff pursued a number of opportunities for professional development. New counseling and security staff were added to the current staff of the Wyoming Girls School.

PROBLEMS AND RECOMMENDATIONS

This institution has earned a good reputation for its efforts in dealing with troubled girls, and regardless of prior behavior problems or treatment efforts, all youth referred by the courts have been admitted.

It is recommended that the Department of Family Services and the state Personnel Department recognize the need to pay institutional counselors a higher salary and then enact such an increase by whatever executive, legislative or procedural method(s) necessary. The expansiveness and importance of the counseling job, the time expectations, and the interpersonal, rehabilitative and administrative skills required are such that competent professionals must be recruited and kept. The present remuneration is not in line with the demands of the job.

It is recommended that if there be a school district of state institutions that the administrative overseers allow for the distinct populations and focus of each institution. We should avoid any "one size fits all" school program.

MOTOR VEHICLES

1989 Chevrolet Pickup, license S-364, assigned to the Maintenance Department.

1988 Ford Van, license S-1372, assigned to no specific person or department. Leased from MVMS.

1969 Ford School Bus, license S-311, assigned to no specific person or department.

1988 Chevrolet Four Door Sedan, license S-414, assigned to no specific person or department.

1988 Chevrolet Four Door Sedan, license S-415, assigned to no specific person or department.

1977 Chevrolet Suburban, license S-536, assigned to no specific person or department.

1989 Ford Four Door Station Wagon, license S-295, assigned to no specific person or department.

1986 Pontiac Bonneville Four Door Sedan, license S-1224, assigned to Security Officers. Leased from MVMS.

1977 Chevrolet Pickup, license S-546, assigned to the Maintenance Department.

BOYS' SCHOOL
WORLAND, WYOMING

DAVID RENAUD
SUPERINTENDENT

I N T R O D U C T I O N

Although intake was down somewhat from last year, there were still 211 students received and 212 students released. The average length of stay continued to be between four and six months for those students actually committed. Temporary commitments continue to be a problem with twenty-five percent of the intake either waiting for further court action or for placement elsewhere. The intake process is the most demanding in the use of resources, both personnel and financial. These resources should be better used in dealing with the students that actually are in need of the treatment programs of the school. As in the past, most of our students continue to be placed at the Boys' School for property offenses. As of July 1, 1989, it was no longer possible to place Children in Need of Supervision in the institution. The operation of specialized groups in the areas of substance and sexual abuse continues, as does the students' voluntary involvement in a profusion of community service projects.

During 1989, construction began on both Dormitories Two and Three with occupancy expected in January, 1990, and November, 1990. The new units are self-contained with cooking, recreational areas and single bedrooms for twenty-five students. With the move into Dormitory Three, much of the old facility can be closed down. The new units have proven to be of great therapeutic value, giving room for more small group work and instilling a sense of pride and self-worth in the students.

In part, due to the continued high intake, the Boys' School will request one additional twenty-five bed unit and the appropriate number of personnel to adequately staff it. There are no placement options currently available in the State of Wyoming that can adequately provide a maximum security environment for the truly hard core delinquent male youth. Dormitory Four is conceived as providing this type of setting. In addition to this, one of the primary criticisms of the School is that students do not remain in placement for a long enough period of time: part of the population that would be served by the program envisioned in the fourth cottage would be those students needing a longer length of stay and more structure than the average Boys' School student. With the current available number of treatment beds, seventy, coupled with periods of extremely high intake; an additional twenty-five beds would also function as a safety valve for the juvenile justice system as a whole.

Finally, the staff and administration continue to be committed to the eventual accreditation of the Wyoming Boys' School through the American Correctional Association's Commission on Accreditation for Corrections. A system has been put into place for the compiling, numbering, and cross-referencing all policy and procedure at the institution. It is hoped that once all construction projects are completed, the legislature will fund the official participation into this program. The achievements of the accreditation process will result in: an increased effectiveness of programs and operations; a safer, cleaner and healthier environment for staff and students; improved staff communications; removal of the ambiguities from the rights, privileges and responsibilities of students; and clearly defined expectations and requirements for both students and staff.

O B J E C T I V E S

BUSINESS DEPARTMENT:

The Business Department is responsible for the operation of the Boys' School infrastructure. Primary responsibilities are for the Business Office, the Maintenance Department, the Commissary Warehouse, Kitchen Supervision, and the Nursing Department. The primary objective is to maintain peak efficiency for these necessary departments at the minimum cost.

ACCOMPLISHMENTS:

Set up new Medical Department with supplies and staffing to comply with the Standard Nursing Practices Act.

Setting up and organizing food areas for single cottage food production.

Maintaining automobiles with 100% availability and with no major mechanical problems while in use.

Implementation of fee collections; and computerization of student accounts, payroll, and other pertinent aspects of the Business Department.

CLINICAL DEPARTMENT:

The Clinical Department is charged with the responsibility for the development and implementation of an individualized treatment program for all the students. This responsibility is inclusive of counseling, group work, life skills awareness, and parenting/supervision, as well as security of students.

ACCOMPLISHMENTS:

Creation and implementation of documented staff orientation process for all new employees of the facility.

In-service training has been coordinated with other institutions to deliver diversified training for employees.

Trained all treatment team staff in the QUEST Skills for Living and MANDT Skills for Handling Aggressive and Non-aggressive Clients.

Successfully completed another agreement with the Forest Service allowing students to assist in rebuilding walking trails and various other projects in the Big Horn mountains.

Continuation of community service programs contributing in excess of four hundred eight-hour working days in the last calendar year. These projects have assisted the elderly, disabled, civic organizations, and the City of Worland.

Planning, training and working toward computerization of Clinical Department.

Integrated cooking responsibilities into each living unit. Increasing ability to teach life skills to also include laundry and housekeeping responsibilities.

Assisted in establishing Operations Manual for American Correctional Association in continued preparation for the accreditation process.

EDUCATION DEPARTMENT:

The objective of the Education Department at the Wyoming Boys' School is to provide educational programs in academic/vocational/pre-vocational areas. The ultimate goal is for these students to obtain academic or vocational skills that will assist them in returning to society as productive, contributing members.

ACCOMPLISHMENTS:

During the month of October, 1989, the Education Department, in cooperation with the Clinical Department, sponsored a month long government activity. The objective of this special activity was to teach the students more about State government. Activities included party caucuses, elections, voter registration, and a mock election. An intensive study program included the executive branch, the judicial branch, and the legislative branch of our state Government. The culminating activity allowed student interaction with the State Board of Charities and Reform and other public officials during their annual visitation. The students gained tremendously from this comprehensive experience.

Established a Special Education Department, with regular resource assistance to eligible handicapped students in areas of reading, mathematics, and English in an attempt to meet the federal guidelines of Public Law 94.142.

Made major expansions in our curriculum offerings adding computer, choir, equestrian, art, and horticulture, in addition to the Special Education resource assistance mentioned earlier.

Increased the number of volunteer personnel under the Foster Grandparent and Green Thumb programs.

P R O B L E M A R E A S
A N D R E C O M E N D A T I O N S

BUSINESS DEPARTMENT:

The major problem area currently being experienced by the Business Department is the fee collections process. The demands made by this legislation continue to increase. It is the opinion of the administration of the Wyoming Boys' School that this requirement is not fiscally prudent when comparing the time and effort put forth to the actual fees collected.

CLINICAL DEPARTMENT:

Although the staff to student ratio has improved over the past several years, a critical area of need still exists in the counseling area. It is recommended that the counseling staff be increased by three to afford counseling team of two members in each living unit.

EDUCATION DEPARTMENT:

At the present time, Wyoming state juvenile institutions do not receive Title VI-B Funds, or 309 E Funds specifically designed to assist general funding in the education of handicapped students. The administration recommends consideration of administrative or legislative actions that would provide Title VI-B funds for the juvenile institutional programs in this state.

WYOMING BOYS' SCHOOL
POPULATION INFORMATION
JANUARY - DECEMBER
1989
TOTAL INTAKE: 211

<u>INTAKE</u>	<u>FREQUENCY</u>	
<u>PERCENT</u>		
New Students	112	53%
Returnees	40	19%
Temporary Detainees	52	25%
Interinstitutional	<u>7</u>	3%
TOTAL:	211	

	<u>INTAKE BY OFFENSE</u>	
Delinquent Child	148	70%
CHINS	3	1%
Adult	1	1%
Temporary Detainees	52	25%
Interinstitutional	<u>7</u>	3%
TOTAL:	211	

	<u>INTAKE BY COUNTY</u>	
Albany	5	2%
Big Horn	2	1%
Campbell	26	12%
Carbon	3	1%
Converse	1	1%
Crook	0	0
Fremont	10	5%
Goshen	4	2%
Hot Springs	4	2%
Johnson	0	0
Laramie	16	8%
Lincoln	2	1%
Natrona	48	23%
Niobrara	0	0
Park	9	4%
Platte	5	2%
Sheridan	15	7%
Sublette	1	1%
Sweetwater	23	11%
Teton	9	4%
Uinta	12	6%
Washakie	10	5%
Weston	2	1%
Indian Reservation	<u>4</u>	2%
TOTAL:	211	

INTAKE BY AGE

12 years	1	1%
13 years	13	6%
14 years	15	7%
15 years	42	20%
16 years	66	31%
17 years	51	24%
18 years	23	11%
19 years	0	0

INTAKE BY MONTH

January - 15	July - 15
February - 13	August - 20
March - 19	September - 12
April - 25	October - 22
May - 23	November - 18
June - 16	December - 13

RELEASES

Students Released: 212 Average Length of Stay: 4.34

RELEASES BY COUNTY

<u>COUNTY</u>	<u>FREQUENCY</u>	<u>PERCENT</u>
Albany	5	2%
Big Horn	3	1%
Campbell	28	13%
Carbon	3	1%
Converse	1	1%
Crook	0	0
Fremont	12	6%
Goshen	5	2%
Hot Springs	5	2%
Johnson	0	0
Laramie	17	8%
Lincoln	0	0
Natrona	56	26%
Niobrara	0	0
Park	9	4%
Platte	3	1%
Sheridan	14	7%
Sublette	0	0
Sweetwater	23	11%
Teton	9	4%
Uinta	9	4%
Washakie	3	3%
Weston	1	1%
Indian Reservation	3	1%

TOTAL: 212

(Figures include Temporary Detainees or transfers to other Board of Charities institutions.)

VEHICLES

<u>LICENSE #</u>	<u>DESCRIPTION</u>	<u>MILEAGE</u>
S-12	1986 Pontiac 4 Dr Sdn	129,000
S-18	1989 GMC Van	23,030
S-93	1989 Pontiac 4 Dr Sdn	36,500
S-298	1981 Chevrolet Pickup	91,300
S-299	1975 Ford Pickup	78,725
S-303	1983 GMC Stakebed	22,855
S-305	1968 Checker Bus	78,337
S-354	1965 International Dump Truck	112,183
S-631	1983 GMC Pickup	36,958

S-632	1983 GMC Pickup	30,163
S-700	1985 GMC Van	42,400

PLEASE NOTE: None of the vehicles at the Boys' School are permanently assigned to any employee - they are all pool vehicles.

STATE BOARD OF
CHARITIES AND
REFORM

EXECUTIVE SECRETARY

CORRECTIONS ADMINISTRATOR

YOUTH FACILITY ADMINISTRATOR

EXECUTIVE SECRETARY

BUILDING AND
GROUNDS

BUSINESS MANAGER

ADMINISTRATION

REHABILITATION

EDUCATION

COUNSELING TEAM
LEADER II

CONTRACT SCHOOL
PRINCIPAL

FACILITY MAIN.
SUPERVISOR
PLUMBER
CARPENTER
MECH., DIESEL
GROUNDS SUPER.

FISCAL PROC. WKR.
FISCAL PROC. SPEC.
SUPPLY SYS. SPEC.
FOOD SVC. SUPER.
(2) COOKS
3.5 NURSES

(4) COUNSELOR II
(9) DORM. WKR. I
(14) DORM WKR. II
SECURITY OFFICER
(7) DORM SUPER.
(2) SECRETARIAL SPEC.
SECURITY OFFICER

SECRETARY
(9) TEACHERS
(3) TEACHERS AIDES

TOTAL 71.5 POSITIONS

YOUTH TREATMENT CENTER
CASPER, WYOMING

GEORGE BROWN
SUPERINTENDENT

The Wyoming Youth Treatment Center is a residential treatment center for adolescent age boys and girls. W.S. 25-7-101 defines its "purpose" as that of providing "special care" and "treatment" for children not otherwise adequately served by the children's services system.

From 1932 to 1980 the facility served as the site of the Wyoming State Children's Home, an agency for dependent and neglected children and infants. In the early 1980's, the resources of the State Children's Home were reorganized as the Wyoming Youth Treatment Center which is an inpatient mental health and educational service for severely emotionally disturbed adolescents. The National Institute of Mental Health classifies such centers as child specific professionally directed psychiatric organizations and such organizations can be accredited by the Joint Commission on the Accreditation of Hospital Organizations (JCAHO). Although accreditation has been broached by the Center's administration, the Executive and Legislative branches have not yet committed to pursuing JCAHO accreditation.

When originally organized, the Center's target population was adolescents manifesting emotional problems associated with failure to receive basic nurturance. Essentially, children merging into adolescent issues who have been subjected to child-abuse, neglect or sexual abuse. Of critical concern is to assure services continue to be available for this population for which mental health treatment is truly indicated. However, this population is now being displaced at the Center by the placement of pervasively more characterologically and more psychiatrically disordered adolescents. Simply put, the more delinquent and the more mentally disordered. The etiology of this shift in population seems clearly associated with recent legislative decisions to restrict the placement of children at out-of-state residential treatment centers, curtailment of the placement of CHINS (children in need of supervision) at the Boys' and Girls' schools and restrictions on the placement of children at the State Hospital. All three actions have shifted once otherwise placed adolescents to inclusion in the Center's service population.

Statistical breakdown of resident trauma, asocial acts
and recent placements.

Based upon an September, 1989 sample.

1. 62% have been sexually abused.
(Defined as sustaining physical injury, or trauma by adult perpetrators)
2. 75% have been physically abused.
(Defined as sustaining physical injury, or trauma by adult perpetrators)
3. 95% have been in alternative placements.
(Defined as foster homes, group homes, crisis facilities, psychiatric hospitals or other such placements outside of their home of origination)
4. 82% have received outpatient mental health care.
(Defined as services provided by mental health centers, private practitioners, or other health care providers of an exclusive mental health discipline)
5. 56% have been hospitalized in state or private psychiatric hospitals.
6. 42% have had serious suicide attempts.
(Defined as an self-inflicted, and preconceived attempt on their life which was thought to, or could have resulted in death)
7. 82% have demonstrated clinical depression.
(Defined as a depressive illness of psychiatric proportions in which the individual suffers from a multitude of specific symptoms)
8. 97% have eloped or otherwise absconded from home or pervious placements.
9. 46% have engaged in physical acting out behaviors resulting in injury to another person.
10. 75% have engaged in physical acting out behaviors which resulted in damage to property.

Of critical concern is that the progressive shifting of more at risk children to an antiquated non-secure orphanage type facility will not long endure unless needed facility and staffing adjustments are addressed.

The 49th Session of the Legislature funded an architectural feasibility study of the Center. The study was initiated by recognition of the functional obsolescence of the facility and concern for building and life safety codes. Also of concern was recognition that the Center is at a risk factor for the population being served. Specifically, recognition that the potential for self-destructive (suicide) and acting-out (violent) behaviors, are a reality of everyday life at the Center given the at risk population being served.

The study concluded that:

The facility cannot be left to operate as it currently exists.

Obstacles the staff and patients encounter daily inhibit their ability to successfully perform.

Renovation is critical to minimizing risk associated with active supervision and care of disturbed acting-out adolescents.

WYOMING YOUTH TREATMENT CENTER

FY 1990 ANNUAL REPORT

ACCOMPLISHMENTS AND OBJECTIVES

ADMINISTRATIVE PROGRAM

ACCOMPLISHMENTS;

Administration made a long-term commitment to management by "leadership alliance".

As a matter of standard operating procedure, line staff are taking leadership roles and have active input into management decisions.

Consistency of purpose and effort between various staff and departmental divisions have been significantly enhanced.

OBJECTIVES;

To continue to learn about, teach and develop the "leadership alliance" philosophy of management.

To assertively address needed staff allocations, and faculty renovation.

REHABILITATION SERVICES

ACCOMPLISHMENTS:

Psychological testing services were expanded to include neuropsychological assessment.

An education coordinator with upper level administrative skills and special education experience was hired. The school has demonstrated enhanced capacity to adapt to diverse student needs.

OBJECTIVES:

To do statistical inferences on 1989 cases in regard to outcome of treatment.

To intensify active supervision of the clinical, educational and medical departments pursuant to development of more delineated policies and procedures.

SUPPORTIVE SERVICES

ACCOMPLISHMENTS:

Youth Services staff have developed ethical standards for their position classifications.

Youth Services staff are taking active responsibility for identifying, developing, and implementing training specific to their needs.

Staff turnover has shown a decline in the youth services (line staff) classifications.

OBJECTIVES:

To continue and expand incorporation of youth services staff into leadership roles in alliance with administrative and supervisory personnel.

WYOMING YOUTH TREATMENT CENTER

FY 1990 ANNUAL REPORT

PROBLEMS AND RECOMMENDATIONS

The orphanage era of the Wyoming State Children's Home has long given way to the era of the Wyoming Youth Treatment Center, an organization serving severely emotionally disturbed children. Of concern is that the Center's budget remains near pre-reorganization levels, the staff allocation level is less than that of the orphanage era and the facility remains of the orphanage-type which predates modern standards of care and supervision.

Adjustment of the Center's staff allocation level and renovation of the facility is critically needed to address risk factors associated with serving severely emotionally disturbed adolescents.

WYOMING YOUTH TREATMENT CENTER

ADMISSIONS/RELEASE DATA

FY 90 ANNUAL REPORT

ADMISSIONS

66

DISCHARGES

60

TOTAL SERVED

104

ADMISSIONS BY COUNTY

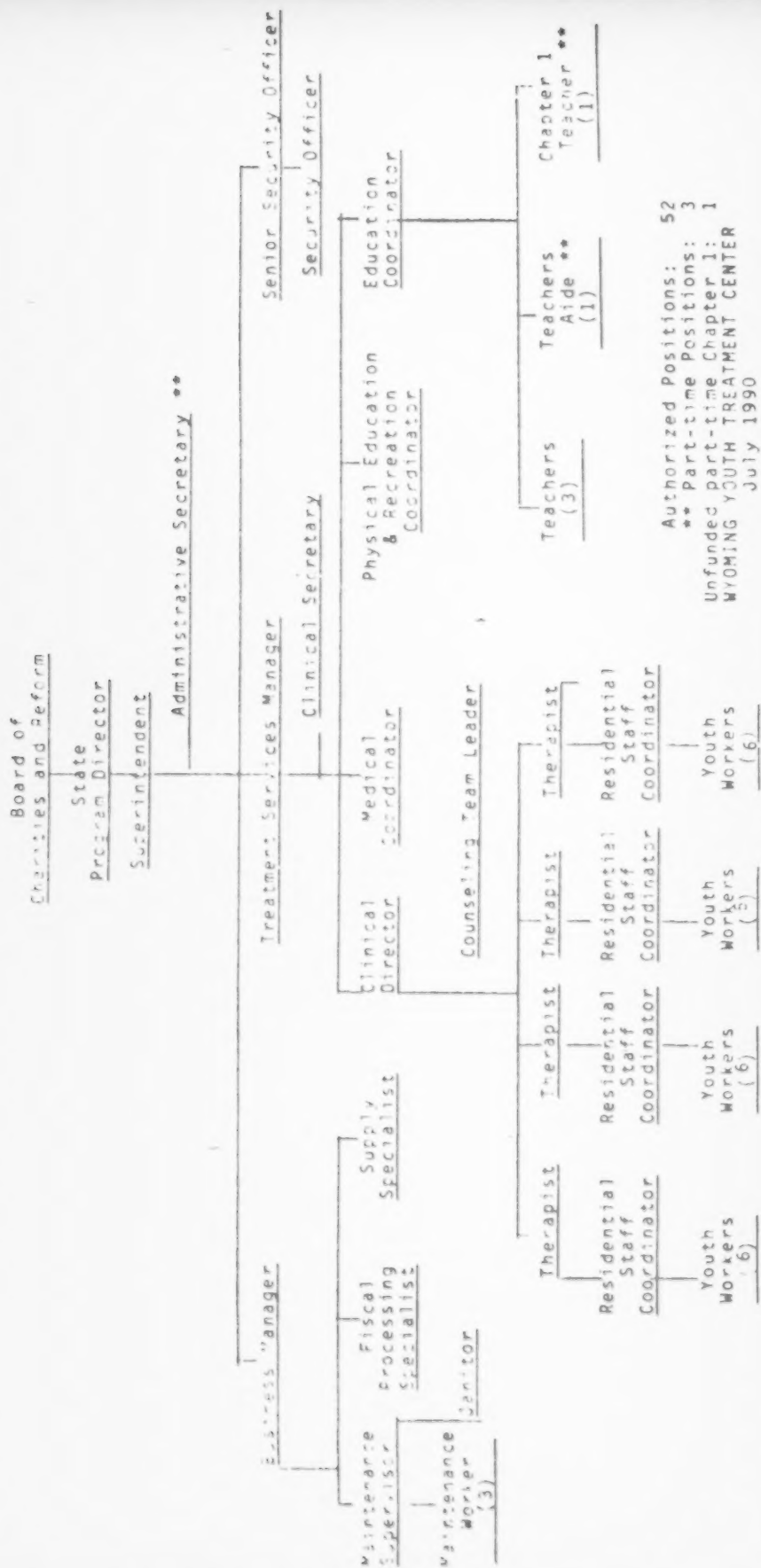
Albany.....5	Hot Springs.....2	Sheridan.....7
Big Horn....0	Johnson.....1	Sublette.....C
Campbell....2	Laramie.....11	Sweetwater....12
Carbon.....3	Lincoln.....3	Teton.....2
Converse....4	Natrona.....24	Uinta.....8
Crook.....1	Niobrara.....1	Washakie.....1
Fremont.....3	Park.....5	Weston.....2
Goshen.....2	Platte.....5	

ADMISSIONS BY AGE AND SEX

<u>AGE</u>	<u>NUMBER</u>	<u>MALE</u>	<u>FEMALE</u>	<u>PERCENTAGE</u>
11	1	0	1	2%
12	2	1	1	3%
13	14	9	5	21%
14	6	5	1	9%
15	20	11	9	30%
16	14	11	3	21%
17	7	3	4	11%
18	2	2	0	3%

42 males = 64%

24 females = 36%



Authorized Positions: 52
 ** Part-time Positions: 3
 Unfunded part-time Chapter 1: 1
 WYOMING YOUTH TREATMENT CENTER
 July 1990

WYOMING YOUTH TREATMENT CENTER

FY 1990 ANNUAL REPORT

MOTOR VEHICLES PERMANENTLY ASSIGNED

<u>VEHICLE</u>	<u>LICENSE #</u>	<u>ASSIGNED</u>	<u>MILEAGE</u>
1988 Dodge Caravan*	S-1363		24,637
1988 Dodge Caravan*	S-1364		26,637
1981 Ford Van	S-844		45,560
1987 Dodge Caravan	S-970		25,855
1981 Ford Granada	S-865		97,830
1990 Dodge Caravan*	S-445		14,070
1986 Pontiac Bonneville 4 dr.	S-1262	Security	46,145
1979 Chevy 3/4 ton 4 x 4	S-421	Maintenance	97,603
1981 Chevy 1/2 ton pick up	S-804	Maintenance	97,734

The first five (5) vehicles listed are for local transportation of residents and staff. The '89 Dodge Caravan is used for non-local staff and resident transportation. The other vehicles are assigned to departments as indicated. No staff person is assigned a vehicle.

*Leased from Motor Vehicle Management System